



*Investing in the future of our children and our Catholic faith since 1922*

# Parent-Student Handbook 2019 - 2020 School Year

*Updated August, 2019*

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# ARCHDIOCESE OF DENVER

## **MISSION OF CATHOLIC SCHOOLS**

Catholic Schools in the Archdiocese of Denver exist to cultivate in students and the whole school community a love for Jesus Christ, fidelity to His Church, and commitment to the dignity of the human person. They seek to assist parents in forming their children in moral and academic excellence. In developing the talents of every student to the fullest, they seek to evangelize and serve the wider community in the name of the Gospel.

## **MISSION OF THE OFFICE OF CATHOLIC SCHOOLS**

In the spirit of servant leadership, the Office of Catholic Schools provides vision, direction, and supervision to Archdiocesan Catholic school communities in order to assist them in the achievement of their mission.

## **INVESTING IN OUR FUTURE**

The Archdiocese of Denver Catholic Schools is an investment in the future of our children and our Catholic faith. Unsurpassed academic achievement, along with the reinforcement of Catholic faith and formation, provides a solid foundation for personal success.

## **OUR PROMISE**

Confidence that children who attend Catholic schools will experience more complete development and unsurpassed academic and personal success. The reasons to believe we can deliver on our promise are:

- Catholic faith formation
- Nurturing community
- Reinforce family environment
- Rigorous academic curriculum

## VISION STATEMENT

**Blessed Sacrament Catholic School is an academic community of faith that develops the whole child's mind, heart, and soul.**

### **We do this by:**

**Faith:** Inspiring students to encounter, love and serve Jesus Christ through the Catholic faith

**Education:** Assisting parents to form their children in academic and moral excellence, in a safe and caring environment

**Service:** Building a foundation for students to use their God-given talents with courage to truly better the lives of others

## ACCREDITATION AND LICENSURE

Blessed Sacrament Catholic School is accredited by *AdvancED*<sup>™</sup>. *AdvancED* accredits over 32,000 schools and school systems across the United States and in 70 other countries.

Blessed Sacrament Catholic School adheres to the three pillars of accreditation: meeting high standards, engaging in the continuous improvement model, and demonstrating quality assurance.



Blessed Sacrament Catholic School's Before –and–After Care (Falcon's Nest) are both licensed by the Colorado Department of Human Services.

## **Statement of Purpose**

The purpose of the Parent – Student Handbook is to provide a resource to parents and students which outline Blessed Sacrament Catholic School’s policies in the areas of Faith, Education and Service.

This policy manual is applicable to the entire school - Preschool through Grade 8. While we realize that it may be quite an undertaking to read cover-to-cover, we hope that you will use it as a resource during the school year to answer most questions regarding any policies or procedures at Blessed Sacrament Catholic School.

The contents of this Parent-Student Handbook are required policies provide by the Archdiocese of Denver. The policies in this Parent-Student Handbook are subject to and administered and interpreted consistently with ecclesiastical principles, Catholic doctrine and the Code of Canon law.

### **Use-of-Name (AoD Policy #1050)**

Attaching the school’s name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as “school” sponsored. Rather the activity, program or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the Principal and Pastor.

In appropriate cases determined by the Principal/Pastor or Principal/Superintendent of Catholic Schools, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

### **Discretionary Clause/Right to Amend**

Blessed Sacrament Catholic School reserves the right to amend these policies whenever it deems necessary. Notification of any amendments to the policies will be given in writing to the parents.

# Table of Contents

<b>1. Catholic Education</b>	<b>6</b>
<b>2. Academic Program</b>	<b>8</b>
<b>3. Admissions, Registration, and Payments</b>	<b>15</b>
<b>4. Academic Day and Attendance Policies</b>	<b>20</b>
<b>5. Academic Work and Grade Reports</b>	<b>24</b>
<b>6. General School Policies</b>	<b>29</b>
<b>7. Behavior and Discipline</b>	<b>31</b>
<b>8. Student Health and Wellness</b>	<b>42</b>
<b>9. Safety and Privacy</b>	<b>46</b>
<b>10. Communication and Media</b>	<b>55</b>
<b>11. Extracurricular Activities</b>	<b>60</b>
<b>12. Parent Engagement</b>	<b>64</b>
<b>13. Preschool and Falcon's Nest</b>	<b>69</b>
<b>14. Appendices</b>	<b>76</b>

# 1. Catholic Education

## 1.1 What is Catholic Education?

The primary purpose of a Catholic education is to provide students with the necessary academic knowledge and skills to be successful in life, while at the same time developing a strong moral compass and faith in Jesus Christ. Pope Pius XI clarified that the purpose of a Catholic education is to prepare students to meet the challenges of this world in a way that allows them to achieve eternal happiness in the next. Catholic education provides a rigorous foundation in all the 'typical' school subjects, such as math, language arts, reading, science, and social studies. However, the foundation of a Catholic education is rooted in knowing, believing, and following Jesus, and in learning how to participate fully in the life of the Church and for our non-Catholic friends in the life of their respective churches. Therefore, while a Catholic education often prepares students to be very successful academically, it also helps them to authentically live and fulfill the teachings and commandments of Jesus. The terms 'live and fulfill' are vital to Catholic education, for this education must be about more than simply knowing the 'rules and regulations' of the Catholic faith. It must be about more than rote participation in scriptural and liturgical activities. It is about creating true and devoted disciples of Jesus Christ, in this life and in preparation for the life to come.

## 1.2 What is the student's calling?

Christians of all denominations are called to embrace the Ten Commandments as the moral code that guides all actions and decisions. As a Catholic school, Blessed Sacrament recognizes the Ten Commandments as a gift given to us by God; therefore, all Blessed Sacrament Catholic School students are called to live this gift in their lives. Of course, living within the Ten Commandments is not sufficient for a full Christian life; we must also live the new covenant as proclaimed through the life, death, and resurrection of Jesus Christ.

### **I am the Lord your God: You shall not have strange gods before me.**

- Students should seek to put God before everything else, in preparation for living Matthew 6:33 *"But seek first the kingdom [of God] and his righteousness, and all these things will be given you besides"*;
- Students should be humble before God and others;
- Students should recognize that their gifts and talents are given to them by God, and they have a duty to use those talents to serve Him and others.

### **Remember to keep holy the Lord's Day.**

- Students should attend Mass with their families every Sunday, and should refrain from all unnecessary work. (Wednesday school mass is not a substitute for Sunday participation in the Eucharist.) This is in preparation for living the Lord's Covenant, *"Do this in memory of me."* (Luke 22:19);

- Students should treat God and the church with reverence and respect both inside and outside of the church and with everyone they encounter. Doing so will proclaim their fidelity to God made man in the person of Jesus Christ.

**Honor your father and your mother.**

- Students should seek to readily obey and love their parents at all times. This is modeling Jesus when he says, “*My food is to do the will of the one who sent me.*” (John 4:34)

**You shall not kill. You shall not commit adultery.**

- Students should practice acts of love and mercy towards others, doing everything they can to maintain the positive reputation of other people;
- Students should treat everyone with respect, always recognizing and fulfilling each person’s God-given human dignity and honor each person’s body as a temple of the Holy Spirit.

**You shall not steal. You shall not covet your neighbor’s goods.**

- Students should respect the belongings and ideas of others. “*Come after me and I will make you fishers of men.*” (Mark 1:17)

**You shall not bear false witness against your neighbor.**

- Students should be honest in all things, and should promote the kingdom of God through their thoughts, words, and deeds as a foundation for living the Beatitudes of Matthew 5;
- Students should forgive the mistakes of others;
- Students should act with integrity at all times and be a model for others.

**1.3 What is the calling of a parent who sends their child(ren) to a Catholic school?**

Within the vocation of parenthood, parents have been given a great responsibility: they are the first and most influential teachers their children will ever have. What a challenge and opportunity this presents for all parents who decide to send their children to Catholic schools. Catholic education is a genuine *partnership* between the family and the school. We must work together to fulfill the mission of creating authentic disciples of Jesus Christ, and highly academic young people capable of serving their fellow human beings. Without a firm partnership, a true Catholic education can erode. Since Blessed Sacrament Catholic School calls students to live within the tenets of *academics*, *faith*, and *service*, it is vital that school families help to model a life centered in this framework.

**Faith**

Catholic families should aspire to model and encourage active participation in the Catholic faith, including but not limited to: attendance at Sunday mass and all Holy Days of Obligation, completion of and participation in all appropriate sacraments. They should aspire to live a life of faith in the home and in the world, with the help of frequent spiritual readings and prayer. Non-Catholics should aspire to model the same according to their faith practices.

Families should seek guidance from the Pastor of their church if any needs or challenges arise in modeling the faith for their student(s). Recognizing that we are all on our own unique faith journey, each Pastor is happy to provide support for any and every family.

### **Academics**

Families should support their student(s) in all academic endeavors, making sure to provide daily opportunities for quiet study and/or homework completion.

Families should communicate with Blessed Sacrament Catholic School faculty when concerns and challenges arise and should expect the same expedient communication in return.

Families should consistently reinforce the importance of a strong education with their child(ren), and show personal interest in the topics they study, and hold them to a high standard.

### **Service**

Families should model a life of service for and with others. They should encourage participation in different types of service projects, both in and outside of school.

Families should actively serve their parish and school as they sense God is calling them to do in the use of their time, talent, and treasures.

Families should actively seek to fulfill the required number of service hours and assist with other needs as they arise.

### **Family Participation and Values**

All Blessed Sacrament Catholic School families are expected to participate and contribute to the school's growth in four major areas:

- **Spiritual:** Support the spiritual development of their children by active participation in the life of their church community, including school spiritual activities, and parish ministries when possible;
- **Service** - Participate in the volunteer service-hour program **detailed below**, through the many opportunities available including serving as a member of school parent organizations;
- **Financial:** Remain current with payment of all financial responsibilities to the school (as agreed to on the Financial Agreement Forms) and to the church (if parish members), and participate in annual fundraising programs;
- **Family Values:** All Blessed Sacrament Catholic School parents are expected to support the expectations of student, by mentoring their children's love for and devotion to our Lord as well as to good behavior and academics.

## **2. Academic Program**

### **2.1 Academic Statement**



Blessed Sacrament Catholic School is committed to the development of the whole child by focusing on academics, faith, and service. The primary goal of the curriculum is to provide learning experiences that effectively enhance worthwhile attitudes, knowledge attainment and skills necessary for the spiritual, intellectual, emotional and physical development of the student. A rigorous and relevant curriculum and an application of knowledge through critical thinking skills and high academic standards are the underpinning in the language arts, mathematics, reading, social studies, science, religion and Spanish content areas. The Catholic faith is modeled and practiced at all grade levels.

Blessed Sacrament Catholic School offers a traditional Catholic education. The primary goal of the curriculum is to provide learning experiences which most effectively enhance worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student.

A rigorous and relevant curriculum and an application of knowledge through critical thinking skills and high academic standards are the underpinning in:

- English Language Arts
- Mathematics
- Reading
- Religion
- Science
- Social Studies
- Spanish

Students also develop proficiency in:

- Art
- Music
- Physical Education
- Library Skills
- Speech/Debate
- Technology

Blessed Sacrament Catholic School adheres to the Archdiocese of Denver Office of Catholic Schools standards and follows the curriculum guides provided by the Office of Catholic Schools.

Blessed Sacrament Catholic School administration, staff and faculty are constantly enhancing the school's academic programs. Please see the school's website for current curriculum descriptions.

## **2.2 Curriculum-Instruction Program (AoD Policy 4000)**

The primary goal of the program of instruction in the schools of the Archdiocese of Denver is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student.

The Office of Catholic Schools provides courses of study/curriculum guides for mandatory use in all Archdiocesan schools.

Curriculum evaluation committees consisting of teachers, Principals and/or other curriculum experts are charged with the responsibility of assisting the Associate Superintendent in reviewing, revising and developing implementation for individual subject areas of the

curriculum. Changes to curriculum areas are made according to a set subject rotation, as determined by the Associate Superintendent with the approval of the Superintendent.

### **Preschool Course of Instruction**

- The basic program in preschool includes: religion, language, mathematics, personal-social development, social studies, media-art, music, science and sensory-motor development.
- The basic program in pre-kindergarten includes: religion, communication and language arts, mathematics, self, family and community, science, art, physical education, music and rhythm and technology.
- The underlying instructional strategy in preschool and pre-kindergarten is the use of organized and free-play activities that are intended to provide opportunities for the child to interact, explore and relate successfully in his/her environment.

### **Elementary and Middle School Course of Instruction**

- The basic program in kindergarten through grade three shall include the core subjects of religion, language arts, mathematics and the “specials” subjects of music, art, and physical education. Concepts of social studies, science, health and safety should be incorporated into the basic program. Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended, but optional.
- The basic program in grades four through eight shall include the core subjects of religion, mathematics, language arts, social studies, science and the “specials” subjects of fine arts, physical education, health and safety. Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended but optional.

## **2.3 Religious Education (AoD Policy 4120)**

The religion program of Blessed Sacrament Catholic School presents the central doctrines and morals of the Catholic faith clearly and accurately, as the articulation of our way of following Jesus Christ. This is supported and enhanced by service projects, mass and other sacraments and prayer. Blessed Sacrament Catholic School follows the Archdiocesan Religion Curriculum and has adopted textbooks from the approved list from the Archdiocese. The curriculum and textbooks provided by Blessed Sacrament Catholic School for the religious education and spiritual development of students are approved and periodically reviewed by the Superintendent, as determined by the Religion Curriculum guidelines.

### **Religious Observances (AoD Policy 4100)**

The faculty and students of Blessed Sacrament Catholic School participate in daily prayer, regularly scheduled masses and other devotions.

No teacher or student in grades K-8 is exempt from appropriate participation in religious observances. It is deeply hoped that this is approached with sincerity of heart rather than seen as pure “letter of the law”.

### **Sacramental Preparation**

Students prepare for and receive the sacraments of Reconciliation in the 2<sup>nd</sup> grade and First Holy Communion and Confirmation in the 3<sup>rd</sup> Grade. Students who have not yet been confirmed may receive the Sacrament of Confirmation in 6<sup>th</sup> grade.

### **Retreats**

For Middle School students at Blessed Sacrament Catholic School, retreats are an integral part of the religion and service curriculum and, as such, are considered part of the academic requirements for full participation in our school.

### **Service Learning**

At Blessed Sacrament Catholic School, we guide children and adolescents not only to develop intellectually but also to learn to become responsible, caring people. Service projects offer experiences that enhance the classroom experience and encourage positive and altruistic qualities in our students. All students are expected to participate in service projects offered during the school year.

## **2.4 Technology Education**

**(An *Internet Use Agreement Form* is required to be on file by September 1)**

Blessed Sacrament Catholic School offers Technology Education as part of our curriculum. Students learn computer skills, which incorporate technology usage across the curriculum.

Blessed Sacrament Catholic School maintains a technology plan which is in full compliance with the Archdiocesan Technology Plan. A teacher devoted to teaching computer education is employed at our school and computer labs are designated for teaching technology skills. A broad-range of computer topics are taught. Students start by learning equipment care, proper mouse technique, and posture while using a computer, basic computer parts, and finger placement for the keyboard. Throughout a student's term at Blessed Sacrament Catholic School, the student will learn word processing, drawing, spreadsheets, multimedia presentations, keyboarding, and desktop publishing and internet skills. Internet units will cover searches, website evaluations, ethical usage of computer and online safety. Other areas of learning include computer set-up, careers in the field of technology and applications that reinforce academic areas. Blessed Sacrament Catholic School has:

- Cabled and wireless internet access across school campus
- SMART Boards in all Kindergarten through Middle School classrooms
- Chromebook utilization in 4<sup>th</sup> grade, 5<sup>th</sup> grade and Middle School
- Elementary Computer Lab
- Computers in Library
- *Sycamore Education* online grading system, accessible by teachers, parents and students.

## **2.5 Controversial Topics (AoD Policy 4300)**

A controversial topic is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium or communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group. Blessed Sacrament Catholic School has the obligation of teaching and advocating Church doctrine, which is contained in the *Catechism of the Catholic Church* or in other authentic teaching documents of the Catholic Church, when this doctrine is relevant to any controversial issue being considered. The presentation of controversial topics in the classroom shall take place solely at the discretion of the Principal and only after the Principal has approved all materials and information to be used in the presentation. The Principal shall also supervise the manner in which controversial topics are presented and discussed in the classroom.

## **2.6 Political Topics (AoD Policy 4310)**

The teaching of political matters should evoke faithful citizenship, an obligation to study the issue and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents and students in the building, in the name of the school or during school-sponsored activities. The posting of political materials in Archdiocesan schools is strictly prohibited.

## **2.7 Field Trips (AoD Policy 4340)**

Field trips are recognized as a valuable extension of the classroom experience. The educational value of the trip should support and enforce Archdiocesan curriculum guidelines and justify the time, distance, and expense involved.

Permission slips will be sent home prior to the trip. If a student loses his/her field trip form, a parent can obtain a replacement from the student's teacher. When necessary, permission slips may be faxed to the school office at (303) 321-7765. **No child will be permitted to participate in a field trip if a permission slip is not turned in, nor will permission be given over the telephone count.**

All fees for field trips must be paid by cash or check made payable to Blessed Sacrament Catholic School. In the case of a parent/guardian refusing their child's participation in any field trip, the details of the refusal need to be discussed with the student's teacher and Principal.

## **2.8 Summer Enrichment**

The Blessed Sacrament Summer Reading Enrichment model gives students the chance to read for pleasure while continuing to improve their skill building. Blessed Sacrament Catholic School teachers in grades 1-8 provide their students with a list of age-appropriate summer reading assignments. Teachers may require students to submit a book report for books assigned or log for books read or hours spent reading.

In addition to reading assignments, math packets may also be assigned for the summer.

## **2.9 Student Support**

### **Academic Accommodation for Special Needs/Services**

Blessed Sacrament Catholic School may accommodate students with learning challenges who require curriculum modifications. All students have the right to learn and achieve. Teachers who believe a student has an academic or behavior concern will inform the parents and subsequently develop a learning strategy to mitigate the concern.

If the learning concern is not remedied, the teacher will inform the parent and refer the student to the Literacy Specialist and subsequently the Response to Intervention team (RtI team). The RtI team along with the parent, student and teacher will develop further learning strategies for the student and will be monitored by the teacher. Once progress monitoring is complete, if the student is in need of additional services and/or testing, he or she may be referred to outside agencies or professionals for assistance when such services are found to be in the best interest of the total development of the child.

### **Accommodations and Modifications**

Accommodations for test taking (STAR 360) by students with an active Individual Educational Plan (IEP or 504 Plan) may be made at the discretion of the teacher in consultation with the Principal. Accommodations for daily testing/grades must be noted on the grade given on the report card.

Accommodations and modifications will be regularly discussed with parents. The use of significant modifications will be noted on the report card and in the student's permanent record. Records will say, "Grade indicated by an asterisk denotes progress made based on a curricular program adapted to the needs and abilities of this student."

### **Tutoring (AoD Policy 3600)**

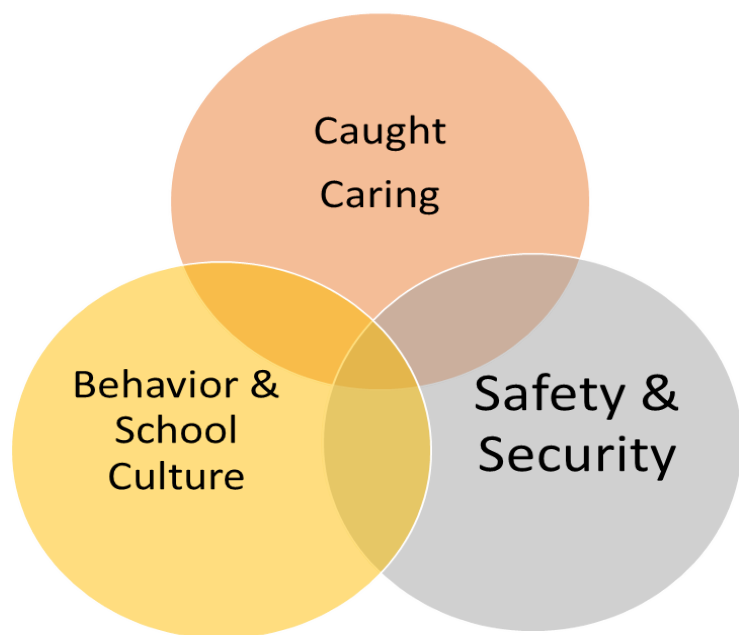
Tutoring services may be offered by outside personnel and/or teachers approved by the Principal. No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances, an exception may be sanctioned by the Principal.

### **Social-Emotional Support**

Blessed Sacrament Catholic School has partnered with St. Raphael Counseling Services to provide a school counselor on campus. The school counselor is Bethany Doss, MA. She can be reached at [bdoss@ccdenver.org](mailto:bdoss@ccdenver.org) or at 720-377-135. Additional counseling services are available through St. Raphael Counseling Services at <https://www.straphaelcounseling.com/>.

Psychological testing and/or speech therapy services and referrals are made to outside agencies.

## **2.10 Whole-Child Education**



Blessed Sacrament Catholic School is committed to educating the whole child. We believe that students are most likely to succeed if they feel connected to school. We care about them as individuals and believe that their engagement is a crucial determinant of success in school. Four factors encompass developing the whole child.

**Emotional Engagement**

- Catholic Social Teaching
- Healthy Relationships
- Sense of Belonging
- School Connectedness
- Self-actualization

**Spiritual Engagement**

- Christ-centered Classrooms
- Faith Formation
- Catholic Social Teaching Embedded In All Content Areas
- Moral Development
- Liturgical Proficiency
- Sacramental Preparation

**Behavioral Engagement**

- Christ-centered behavior development
- Health Boundaries
- Positive Reinforcement
- Student Attitudes and Confidence

**Cognitive Engagement**

- Psychological Investment in Learning
- Self-Efficacy
- Skill Attainment
- Skill Mastery
- Intrinsic Motivation Development

## **3. Admissions, Registration, and Payments**

### **3.1 Statement of Non-Discrimination by Archdiocesan Schools (AoD Policy 6020)**

#### **Assurance Statement of compliance with the purposes of the Title IX Education Act**

Assurance Statement of compliance with the purposes of Title IX Education Act, the Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, its treatment of students or its employment practices.

#### **Notice of Student Non-Discrimination Policy**

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L. and at the direction of the Superintendent, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit disabled students in accord with the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator's Manual. These schools do not discriminate on the basis of race, age, disability, color, and national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, athletic or other school-administered programs.

### **3.2 Definition of a Student (AoD Policy 2020)**

All Catholic preschools, elementary schools, and Archdiocesan high schools are open to families and students who sincerely seek a Catholic education and meet the requirements as delineated in *Admission, Policy #2000*. As such, all Catholic schools in the Archdiocese of Denver, at the choosing and approval of the Pastor, Principal, and Superintendent, may enroll both full-time and limited-status students. Limited-status students are not eligible to earn diplomas.

**Full-time students** are those students who participate in the full scope of a school's program.

**Limited-status students** are those students who attend only certain classes or participate in certain programs for only a portion of a school day.

Students may change from full-time to limited-status or limited-status to full-time according to the policies set forth locally by schools. Principals and/or Pastors reserve the right to make the final determination as to whether this change can occur based upon student enrollment and available spaces.

#### **Limited-Status Program Approval**

Limited-status student programs must be approved by the Superintendent of Catholic Schools. Schools wishing to implement a limited-status program must submit local policies and procedures for the enrollment of limited-status students, along with a limited-status

student program description, for review and approval prior to implementation of said program.

### **3.3 Admission and Placement Policy (AoD Policy 2000)**

Admission priorities are based on the following criteria:

- Siblings of students presently enrolled at Blessed Sacrament Catholic School
- Catholic children whose parents are registered and are contributing members of Blessed Sacrament Catholic Church
- Catholic children whose parents are members of other Catholic parishes or are not registered with a Catholic parish
- Non-Catholic children

#### **Enrollment of New Students**

- Preschool – a child entering preschool must be 2½ by the first day of school and toilet trained prior to enrollment P2½ year program; three (3) or four (4) years old by October 1<sup>st</sup> of the year entering school for the P3 and P4 year old classrooms;
- Kindergarten is open to all students five (5) years of age by October 1<sup>st</sup>. Legal verification of age must be provided to the school prior to admission. Students are expected to demonstrate social, emotional, and academic readiness for a full-day program. Readiness will be determined through personal interview with faculty members and the Principal.
- For those wishing to enter other grades, students are given an interview and/or a readiness test prior to acceptance. Placement is based on the child’s ability to demonstrate Christian manners, focus on the task given, exhibit appropriate learning behaviors (such as following teacher directions, etc.), and grade-level achievement.
- Appropriate previous report cards and/or standardized testing results are an important consideration for admission. Teacher and/or Principal judgment of the above factors determine grade level entry.
- Students with special needs will be considered for admission on an individual basis and the school’s ability to provide facilities or resources to meet the student’s needs.
- Initial enrollment at Blessed Sacrament Catholic School is contingent upon an interview and/or evaluating process. During the initial weeks of the school experience, it is important that students adjust well to the academic and behavior standards. We anticipate that new students will do well. However, in the event that appropriate standards are not met, a student will be asked to enroll in a different environment.

#### **Student Classroom Placements**

Students are placed in classes based upon several criteria which may include student learning level, classroom composition, age, sex, curriculum content, equity of class size, teacher



recommendation, Principal input, test scores, compatibility and motivation. Teacher requests are accepted but not guaranteed. All these criteria are considered, and the final determination of class placement rests with the Principal.

### **Withdrawing Students**

In the event of a family move, the office should be notified in advance with the new address and the last day your child will be attending Blessed Sacrament Catholic School. Official school records will be forwarded directly to the new school when requested in writing and provided that all payments to Blessed Sacrament Catholic School are current.

### **3.4 Registration and Fees**

Registration is conducted beginning in January of each year for the following school year, and a Registration fee is due at that time. ***Registration fees are non-refundable.*** If a delinquent tuition balance exists at the time of registration for the next academic year, the student(s) will not be permitted to enroll for the next academic year until the tuition balance has been paid.

#### **Registration Fees**

Registration fees are \$250 per student, and \$200 for the 2<sup>nd</sup> student and no additional fees for additional students in the family. The total possible registration fee is \$450.

#### **Other Fees**

Before and after school care (Falcon's Nest), *Grateful Plate* lunch program, after school enrichment programs, Middle School Chromebooks, and sports programs involve additional fees. Families may also be asked to contribute for classroom activities and field trips throughout the year.

### **3.5 School Tuition (AoD Policy 5010)**

Tuition for archdiocesan Catholic schools is set at the local level and shall be directly related to the per pupil cost. The Office of Catholic Schools recommends that schools set one tuition rate for Catholics who are registered at a parish within the Archdiocese of Denver and who meet the requirements for affiliated parishioners (affiliated Catholic tuition rate) and another rate for non-affiliated and non-Catholic students. The rate for non-affiliated and non-Catholic students may be equal to or greater than the per pupil cost.

The tuition for Blessed Sacrament Catholic School is determined by the Parish Finance Council every year.

- School tuition may be paid by two methods only. A full payment of tuition is due by August 15 or by electronic withdrawal of 10 equal installments through FACTS<sup>®</sup> (an electronic banking system).
- The party responsible for payment has the option to pay tuition in full by July 31 for a 3% discount or enroll in the school's tuition management program - FACTS. Please contact the school office if you have questions about this year's tuition rates.

- In-Parish tuition discount is offered to members of Blessed Sacrament Catholic Church. In order to qualify for In-Parish Rate, a family must be registered members with the church office, attend Liturgies on a regular basis, make verifiable financial contributions to the parish, and support the parish and/or school ministries with their time and talent. An affiliate rate is also offered to members that verifiably participate in the stewardship programs at any Catholic Church which does not have a parish school.

### **Affiliation**

Families who are members of the Archdiocese of Denver parishes whose children are enrolled in an Archdiocesan elementary school for kindergarten or a higher class, or one of the Archdiocesan operated high schools are eligible to receive the affiliated Catholic rate if they meet the following criteria:

- The family has been registered in the parish for at least six months.
- The family verifiably contributes, according to their means, on a regular basis to the financial support of the parish.
- The family attends Mass regularly and is involved in the ministries, activities, organizations, and/or programs at the parish.

### **Process**

- In addition to tuition, schools may reserve the right to charge additional fees as needed. These fees may be non-refundable at the discretion of the local parish/school.
- All tuition discounts must be approved by the Pastor as evidenced by his signature on the tuition contract.

### **Falcon's Nest Program Tuition Payment**

Falcon's Nest programs require auto-pay in *FACTS*. Your balances can be monitored via *FACTS*. If your account becomes negative, you will be notified via Sycamore. Your account will stay current or your child will be withdrawn from the program until your account is current. Please contact the Main Office for Assistance.

### **3.6 Tuition Discount Program (AoD Policy 5025)**

To facilitate access to the life changing benefits of a Catholic education, the Archdiocese of Denver, Parish Pastors, and School Principals of Archdiocese of Denver Parish and Archdiocesan Schools are working together to implement a K-12 student tuition discount program to be available to select full-time employees of schools, and, where feasible, to all full-time employees of participating employers. Call the Office Manager for more information.

### **3.7 FACTS Tuition Payment System**

FACTS Management Company is used to manage the tuition payment program and financial aid assessment and Falcon's Nest payments. The security and convenience of payment processing and information technology offered by FACTS is congruent with our goal of professional business processing.

You will realize the following benefits from using FACTS for your tuition payment plan:

**Payment Dates:** You may choose either the 5<sup>th</sup> or the 20<sup>th</sup> of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable.

**Convenience & Security:** Along with the multiple payment plan options, your payments are processed securely through a bank to bank transaction.

**Peace of Mind Insurance:** FACTS offers this optional benefit for only \$14 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.

**Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.

### **Returned FACTS Payments**

When a FACTS payment is returned for insufficient funds, FACTS will automatically reattempt the missed payment as follows:

<u>Scheduled Payment Date</u>	<u>Reattempt Date</u>
5th of the month	20th of the same month
20th of the month	5th of the following month

If the reattempt is not successful because of insufficient funds, closed account, or any other reason, the full amount of the payment must be paid directly to the school office no later than the 10th of the month immediately following the reattempt. If payment in full is not received by the school on or before the 10th of the month immediately following the failed reattempt, the child(ren) will automatically be excluded from school at the end of the day on the 10th without further notification.

Example:

- August 20 – Scheduled payment does not clear (because of insufficient funds, closed account, stop payment, etc.); financially responsible party notified by FACTS.
- September 5 – Automatic reattempt by FACTS. If it clears, no action needed. If payment does not clear, pay the full amount directly to Blessed Sacrament Catholic School on or before September 10. Financially responsible party will be notified by FACTS.
- September 10 – If missed payment received by the school, no action. If payment is not received, child(ren) are excluded from school as of the end of the day until payment is made.

### **3.8 Notice of Delinquent Tuition, Fees, and Other Financial Obligations**

Timely payment of tuition and fees is the parent’s/guardian’s responsibility. It is anticipated that payment will be made by the due date. There is no “grace period” for the payment of tuition and fees. It is not the responsibility of the school to send notices of delinquent tuition,

fees, Falcon’s Nest payments, or other amounts owed; nor shall the lack of notice preclude the school from enforcing its payment policies by holding report cards, excluding students, or taking other appropriate action including but not limited to contacting the appropriate authorities. In the case of monthly tuition payments, written notice of missed payment will be sent by FACTS. Blessed Sacrament is under no obligation to send additional notices.

### **3.9 Refund Policy**

Registration fees are non-refundable. Tuition is refundable on a prorated basis after a child is officially withdrawn. For each month (August – May) that a child is in school, one-tenth of the tuition is due. A “month” is defined as one school day of any calendar month that a child is enrolled.

Refunds or credits will be granted in the following cases:

- A doctor’s note stating the child’s health will prohibit him or her from participating in the program for five (5) school days or more;
- The child’s family moves out of the school’s area;
- A family emergency requiring five (5) or more days away from home.

## **4. Academic Day and Attendance Policies**

### **4.1 Calendar**

An annual calendar of important dates can be located on the school website and on *Sycamore Education*. It is updated regularly and can be accessed by parents, teachers and students at all times.

### **4.2 Length of the School Day (AoD Policy 1260)**

Instructional time on all regular school days in all Archdiocesan schools will be a minimum of 6.0 hours per day, which may include no more than one-hour total for both recess and lunch breaks. Students in grades kindergarten through two may be allowed an extra recess break provided that instructional time is a minimum of 5.5 hours.

#### **Process**

- Minimal school days may be taken a maximum of ten (10) times per year for the purpose of professional development or for extended faculty meetings.
- On minimal school days, schools must be in session a minimum of either one-half period more than half the total number of periods or 3.5 hours.
- Parental notice of minimal school days should be given well enough in advance for parents to make arrangements for after school care.
- Whenever possible, minimal school days will be noted on the annual school calendar.

- The Pastor in elementary schools and the Superintendent in Archdiocesan high schools must approve requests for exceptions to the minimal school day requirements.

### 4.3 Daily School Schedule

<b>7:40 a.m.</b>	First Bell
<b>7:45 a.m.</b>	<b>Tardy Bell – Prayer and Announcements</b>
<b>11:00 a.m.</b>	Preschool half-day dismissal
<b>3:00 p.m.</b>	Dismissal

Students in grades K-5 are supervised until 3:15 p.m. Students in Middle School are supervised until 3:00 p.m. Those students not picked up by 3:15 p.m. will be sent to Falcon’s Nest where after-school care charges will be incurred.

### 4.4 Closed Campus

Students may not leave the designated school grounds during school hours without specific permission from a teacher or the Principal. The Parish Office and Parish Church are off-limits except as specifically permitted/requested by a teacher or the Principal.

### 4.5 School Closing/Delays/Early Dismissal (AoD Policy 1270)

When conditions require the school to close early, parents/guardians will be contacted through Blackboard telephone broadcast system, *Sycamore Education* and Facebook.

When conditions require the school be closed (i.e. weather, etc.), parents/guardians will also be contacted through *Blackboard* telephone broadcast system or parents should check their *Sycamore Education* accounts for messages. The major radio and television stations listed below will also have our information.

Television: KCNC/Ch. 4; KMGH/Ch. 7; KUSA/Ch. 9;  
Radio: KOA – 850 AM

### 4.6 Attendance (AoD Policy 2120)

Colorado Revised Statute 22-33-104 provides by law for compulsory school attendance of all children between the ages of 6 and 17 years old.

All Archdiocesan schools are obligated to keep an accurate record of daily attendance. This record is to be placed in the student’s permanent record and kept on file indefinitely. Any recurring pattern of tardiness/absences requires administrative intervention. Excessive tardiness and/or absences may be cause for retention or request for withdrawal (Archdiocese of Denver Office of Catholic Schools Policy 2120, 2013).

Blessed Sacrament Catholic School requires a high level of participation in engaged learning. Regular attendance enables students to benefit from the rich spiritual and academic learning environment. Thus, in accordance with CRS 22-33-104. 4 (a) and the Archdiocese of Denver

Office of Catholic Schools policy 2120, all Blessed Sacrament Catholic School teachers will take attendance each period that the student is enrolled.

### **Absences and Appointments**

- Regular and prompt attendance is necessary for success at school. When a student is absent, excused for appointments, or tardy, it is the student's responsibility to make up all work missed.
- Parents/guardians are to notify the office by phone, Email, or *Sycamore Education* by 8:50 a.m., if their student will be absent. If an absence is anticipated, please give the teacher and the office written notice prior to the absence. For absences due to illness, parents may request that assignments be sent home and, when appropriate, assignments or books will be prepared for the child and may be picked up after school.
- If parents have not notified the office by phone, Email or *Sycamore Education* by 8:50 a.m. parents will be called to verify absences.
- If the student has a sibling in school, arrangements may be made for him/her to pick up assignments from the appropriate teacher(s).
- If a student is absent fourteen (14) days or more in a grading period, he/she will not receive a report card until all work is satisfactorily completed.
- Parents/guardians are asked to send a written explanation in the morning if an early dismissal is necessary, and parents/guardians must come in and sign students out at the School Office.
- If the student returns to school on the same day, the parent/guardian must sign the student back in at the office.
- If a student is unable to participate in P.E. class or recess due to injury or illness, a written excuse from a parent or doctor must be presented to the teacher and to the office.

### **Tardy Policy**

Students in grades Kindergarten – 5, are supervised between 7:35 a.m. and 3:15 p.m. Students in Middle School are supervised from 7:45 a.m. to 3:00 p.m.

Students may enter the building at the 7:40 a.m. bell. Students will be considered tardy at the 7:45 a.m. bell. Students arriving after the 7:45 a.m. bell must come to the school office to check in before reporting to their classrooms. Repeated tardiness will necessitate a meeting between the parent, teacher and/or School Principal.

## **4.7 Arrival and Dismissal Policies**

### **Early Arrival and Late Dismissal**

Since there is no adult supervision provided until 7:35 a.m., early arriving students, regardless of age, should stay with parents or be signed in at Falcon's Nest. NO EXCEPTIONS. Unsupervised children will be sent to Falcon's Nest and parents will be billed for this service.

In the case that students are not picked up from school by 3:15, they will be taken to Falcon's Nest and parents will be billed for this service. Dismissal from Falcon's Nest is at 6:00 pm. Parents will be billed for late pick up.

### **Fair Weather Days**

Parents dropping off students in the morning should enter the school grounds using the Eudora Street entrance. Drive toward the school following the line of cars, and stay within the orange cones. In order to keep the line moving, drive up as far as possible stopping by Campbell hall; avoid stopping part way along the drop of line. The children will be helped out of the car by staff. Students will line up next to their teacher. Please be sure that they are ready to exit the car on the passenger side and that they are not exiting on both sides and running around the vehicle. There is no parking allowed at any time in the fire lane; this area is for drop-off and pick-up only. If parents need to enter the school, they are asked to park in the south part of the parking lot or on Eudora Street.

Parents are to use the same procedure when picking up their children as they use when dropping them off in the morning. Students will wait with their teacher for parents and may only be picked up there. For families with more than one child, please proceed to your youngest child's grade teacher and pick up all students there. Children not picked up by 3:15 p.m. will be taken to Falcon's Nest for supervision and charges will be assessed.

### **Inclement Weather Days**

Parents dropping off students in the morning should enter the school grounds using the Eudora Street entrance. Drive toward the school following the line of cars, and stay within the orange cones. Drive up as far as possible stopping at Campbell hall to drop of your child(ren). The children will be helped out of the car by staff and will proceed directly to their classroom.

During after school pick up, teachers will release students directly awaiting parents.

Children not picked up by 3:15 p.m. will be taken to Falcon's Nest for supervision and charges will be assessed.

## **4.8 Falcon's Nest and Fledgling Falcon's Nest/Extended Day Care**

Falcon's Nest, Blessed Sacrament Catholic School's extended care program, is available to students in the full day preschool through 8th grade.

The program is licensed by the State of Colorado Department of Social Services and staffed by qualified caregivers. Falcon's Nest hours of operation are from 6:45 a.m. to 7:35 a.m. and from 3:15 p.m. to 6:00 p.m. on regular school days. Students not picked up by 3:15 p.m. will be taken to Falcon's Nest for supervision and charges will be assessed. Falcon's Nest is also available from 7:00 a.m. to 6:00 p.m. for Teacher/Staff In-Service days and on some school holidays.

The cost is \$8.00 per hour per student. Payment is to be made per Falcon's Nest payment policy.

Since Falcon’s Nest is an extension of Blessed Sacrament Catholic School, school policies are in effect. Students enrolled in Falcon’s Nest are subject to all school rules and responsibilities.

All students enrolled in Falcon’s Nest must have a current General Health Appraisal form on file in the school office.

As a convenience for our Blessed Sacrament Catholic School families, our Falcon’s Nest may be available during school breaks and holidays. Specific days and holidays will be communicated directly to parents.

## 5. Academic Work and Grade Reports

### 5.1 Progress/Interim Reports and Report Cards (AoD Policy 4400) Grade System

Report cards for Kindergarten through 2nd grade reflect levels of proficiency.

<b>4</b> = Exemplary	<b>2</b> = Developing
<b>3</b> = Proficient	<b>1</b> = Beginning

Students in grades 3 - 8 receive "letter" grades based on the following scale:

<b>A</b> = 100 – 93	<b>B+</b> = 89 – 87	<b>C+</b> = 79 – 77	<b>D+</b> = 69 – 67	<b>F</b> = 59 & below
<b>A-</b> = 92 – 90	<b>B</b> = 86 – 83	<b>C</b> = 76 – 73	<b>D</b> = 66 – 63	
	<b>B-</b> = 82 – 80	<b>C-</b> = 72 – 70	<b>D-</b> = 62 – 60	

### Grade Reports

Parents receive an evaluation of student progress at the end of each trimester in a Report Card. Progress reports are available on the student information system halfway through the First Trimester, and, if necessary, in the Second and Third Trimesters. The schedules for viewing the grades of 1st – 5th Graders on the *Sycamore Education* system will be announced during the school year.

### Student Led Conferences (AoD Policy 4410)

Student led conferences are held before the end of the first trimester in October and in the second trimester in February. Conferences are facilitated by students whereby giving students the main voice in the discussion. Given that students are ultimately responsible for their learning and should advocate for themselves.

To schedule a conference outside of regular conference times, please call the school and leave a message for the teacher or send a note directly to your student’s teacher. Teachers’ daily schedule demands do not allow for “spur-of-the-moment” conferences.

### Honor Roll



In the Middle School, two Honor Rolls, Pastor's and Principal's, honor the students' hard work and grades earned.

- The Pastor's Honor Roll is a 4.0 grade point average—straight A's.
- The Principal's Honor Roll is defined as a grade point average of 3.75 or higher. The pluses and minuses impact the grade point average; consequently, all "A's" and "B's" if minuses are included, could result in a GPA of less than 3.75. The GPA is calculated to three decimals. The average must be at least 3.750 to be included on the Principal's Honor Roll; 3.749 would not be included.

## **5.2 Promotion and Retention of Students (AoD Policy 4420)**

### **Promotion**

Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

### **Retention**

All decisions regarding retention are the responsibility of the Principal in consultation with the teacher(s). In cases of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year and through conversations held with School Principal, teacher and parents.

Excessive absences and/or tardies may be cause for retention or withdrawal from the school.

The following are minimum procedures for retention:

- There is a consultation between teachers and Principal.
- A conference is held with the parents no later than the end of the first trimester to advise them of the possibility of retention and to discuss possible remedial actions.
- Follow-up conferences with the parents are held to evaluate the progress of the student.
- Evaluations and reports to parents must indicate lack of student progress.
- Ordinarily, a decision will be made by the end of the second trimester regarding retention.
- No student shall be retained for more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in Elementary School (grades K-5) and once in Middle School (grades 6-8).

### **Graduation (AoD Policy 2460)**

Graduation exercises will take place one (1) week preceding the closure of school. All school balances must be paid in full by May 1st in order for a student to participate in graduation exercises. Graduation packets will be sent prior to graduation exercises. Graduation activities are in accordance with *Archdiocesan Policy #2460*.

### **5.3 Homework (AoD Policy 4130)**

Homework is an integral part of the school's instructional program. It is intended to reinforce learning and to foster habits of independent study.

The students' assignments may be available to be viewed on *Sycamore Education*. Middle School grades are available to be viewed at any time.

Kindergarten teachers may require students to do homework in order to help reinforce and practice skills learned in class. Beginning with Grade 1, a half-hour of homework and reading each day is to be expected. An increasing amount of homework is also to be expected as a student progresses to a higher grade level.

#### **Make-up Policy for Assignments**

When students are absent, they must arrange with their teacher(s) to pick up, and make up the missed work. Once arranged with the teacher, homework pick-up is at the end of the school day, after 3:00 p.m. Please arrange to pick up homework for planned absences well in advance.

#### **Make-up Policy for Tests, Evaluation and Quizzes**

If a student is absent on a day when a test or quiz is given, the student will need to make-up the test or quiz during lunch or after school, according to the individual teacher's policy. It is the student's responsibility to make arrangements to make up the work. This should be done in a timely fashion. If a student misses an evaluation, arrangements will be made to take the evaluation within two days of the student's return to class.

### **5.4 Testing Program (AoD Policy 4430)**

#### **Achievement Testing**

Each Archdiocesan elementary and secondary school shall participate in Archdiocesan testing programs as outlined by the Office of Catholic Schools.

- The Office of Catholic Schools will make public each year the Archdiocesan average test scores.
- The Office of Catholic Schools will not make available individual school or classroom results to anyone except other appropriate officials of the Archdiocese.
- Individual student's test scores will be made available to their parents and teachers. The school Principal should make their school's test scores available to parents and teachers.
- Individual schools may publish their own test scores as part of their branding and marketing initiatives. School test scores may only be compared to published archdiocesan average test scores or public school scores.
- The Office of Catholic Schools should use an individual school's test scores for the purpose of monitoring and improving instruction within that school.

- ESL students will be tested; however, accommodations may be made to assist them in taking the test in their own language.
- All students will participate in the assessment program and all students will be included in the class and school averages. Accommodations for test taking for students with active written IEPs may be made at the discretion of the local school Principal.

### **DIBELS Next**

DIBELS Next are short (one minute) fluency measures that are used for universal screening, benchmark assessment, and progress monitoring in Kindergarten - 6th grade.

- Zones of Growth provide educators an easy way to set individualized literacy goals, review growth percentiles, and evaluate students' progress.
- Reports provide our teachers with immediate feedback for differentiating instruction for individual students. Class and student reports help identify students who need additional support and monitor response to intervention.
- Instructional Grouping report creates initial instructional groups and provides an easy to use drag-and-drop interface to adjust groups as needed.

### **Lexia Learning**

Lexia Learning helps students work independently to develop their critical reading skills through individualized, motivating learning paths. All students, regardless of their skill level, work at their own pace and teachers are able to individualize instruction to ensure that students receive the appropriate intensity and support to acquire the skills they need to become proficient readers.

### **STAR Assessment**

The STAR Assessments are online computer-adaptive tests (CATs) for language arts and mathematics. Instead of grade-level test forms, STAR assessments tailor items to a student's responses to quickly zero in on the student's achievement level and arrive at a reliable score. The first item is based on estimated ability level, using a student's grade level or previous test score. Correct responses cause the difficulty level of the next item to increase. If the student misses an item, the difficulty level is reduced. While each STAR assessment is individualized and unique, blueprints ensure that a certain number of items from the domains and skill sets are presented to each student.

## **5.5 Academic Dishonesty**

Students are expected to do their own work. Academic Dishonesty is a very serious offense. Academic Dishonesty destroys the self-confidence of the individual involved and undermines the student's relationship with teachers and peers. Academic Dishonesty is defined as, "not performing the required activity at the time, and/or in the manner and place designated by the faculty member in charge of the activity."

It is our goal to address the spiritual, emotional and academic needs of the students at Blessed Sacrament Catholic School. Although discipline is a natural consequence of academic dishonesty, we are also interested in helping students understand the importance of honesty and personal integrity, assisting them in their emotional growth, and engendering self-respect. A “zero” on the assignment is the first consequence of academic dishonesty. Discipline will escalate with repeated offenses.

## **5.6 Student Permanent Records (AoD Policy 2300)**

### **Permanent Records**

Permanent records shall be kept for individual students in accordance with the regulations of the Office of Catholic Schools. Blessed Sacrament Catholic School shall use the official cumulative record form as designated by the Office of Catholic Schools.

A cumulative record is the student’s official record and shall contain only academic transcripts including attendance, academic test results, and health records (unless kept in the health office). An emergency information form shall be kept by the school office. Cumulative records of students are kept permanently at the school.

### **Access to Records**

The office will preserve both the integrity and privacy of the required students’ permanent records. Parents have the right to inspect and review the official record of their children. Parents are to make this request in writing to the Principal. A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of their children. In order to establish visitation rights, parents must provide a certified copy of the most recent court order. Students in foster homes may have been placed in the school by court order and frequently are supervised by a child placement agency. Blessed Sacrament Catholic School will consult with the agency regarding the parent’s request and legal right to information. Archdiocesan officials, teachers, clerical staff, and other persons who have a legitimate educational purpose in accordance with the regulations of the Office of Catholic Schools have access to student permanent records.

### **Release of Student Records**

Upon written request, Blessed Sacrament Catholic School will release official transcripts to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. Unless the parent has initiated the request, a reasonable attempt will be made to notify the parent of the request for records. All other requests for release of student permanent records may be granted only with the written authorization of the parents.

### **Maintenance of Student Permanent Records**

All student permanent records will be kept in perpetuity by the school parish if the school is permanently closed.

## **Subpoena of Records (AoD Policy 2330)**

- When a subpoena requesting records or testimony is served, the Principal should notify the Office of Catholic Schools immediately and proceed according to their instructions.
- A lawyer requesting to investigate school records without a subpoena may not be allowed to see the records, nor should the lawyer be allowed to obtain information from teachers.

## **6. General School Policies**

### **6.1 Dress Code**

The K-8 students of Blessed Sacrament Catholic School have the honor of wearing a uniform to school. The uniform is an outward sign to the community that signifies how highly valued education is to the parents and students of our school. By wearing uniforms, less importance is given to one's exterior and allows students to develop one's deeper gifts. Students should wear the uniform with pride and respect. All clothing should be clean, properly fitting and in good repair (no holes, fraying, or stains). Preschool students are not required to wear uniforms, but should adhere to the guidelines for appropriate clothing as described under Relaxed Dress Days.

Parents will be notified when there is a dress code violation. Repeated violations will result in graduated discipline. Parents/guardians are expected to monitor their students dress to ensure cooperation with our school uniform policy. Parents/guardians will be notified of any violation in writing, and students and parents will be asked to sign and return the notification with the expectation that the problem will be corrected immediately.

Please refer to the current year's dress code information in the appendices for specific requirements. **(APPENDIX E)**

### **6.2 Bicycles/Scooters**

Bicycles/scooters are to be parked and locked in designated bicycle areas. Bicycles/scooters must be walked when on the school or church property. Skateboards, rollerblades, and Heelies™ shoes are not permitted on school grounds.

### **6.3 Classroom Parties**

Blessed Sacrament Catholic School celebrates various holidays throughout the year with classroom parties. Room parents coordinate these parties under the direction of the homeroom teacher. Party snacks and treats should be simple and inexpensive.

### **6.4 Birthdays & Invitations**

A student's birthday may be celebrated with a snack for students in their homeroom with the permission of the homeroom teacher. Students may provide birthday treats for their class and the time of distribution will be determined by the classroom teacher. Party invitations distributed at school must include all students in the class or grade level. Delivery of gifts to individual children is not permitted.

## **6.5 Electronic Devices**

All electronic devices are not allowed at school. **Exceptions:** Electronics may be brought for classroom projects with permission of the Principal and teacher. All middle school students' Chromebook are to be used for educational purposes only and in compliance with the Middle School Chromebook Policy. **(APPENDIX G)**

## **6.6 Cell Phones**

Students who choose to bring cellphones to school are responsible for their phones. **The school is not responsible for any loss or replacement of cellphones.** Student cellphones are to be locked up for safe-keeping by the homeroom teacher. If a student does use a cellphone or any unauthorized electronic device at school, the item will be confiscated and a parent will have to pick it up from the school office. In the event of a second violation, the student will no longer be permitted to bring the item to school.

## **6.7 Gum**

Blessed Sacrament Catholic School students may chew gum for medical accommodations only. Approval is given on a case-by-case basis only.

## **6.8 Gym Shoes**

All students must wear gym shoes with a non-marking sole at all times during PE, extra-curricular sport enrichment programs, and athletic contests. Students are not allowed to participate in gym activities in their stocking feet. These measures ensure the safety of the students, as well as to keep the integrity of the gym floor.

## **6.9 Library**

The library exists to provide a means for both informational and recreational reading, and to enable students to learn how to use reference materials to their best advantage. It is our objective to instill in the students a love and appreciation for books.

Library time is scheduled as part of the teacher's regular class schedule at the beginning of the academic year. Checked out materials must be returned before additional materials may be checked out. Students will be charged the cost of replacement for books that are lost or damaged beyond repair.

## **6.10 Locker Use**

Lockers are provided as a privilege afforded by the school to students in grades 4 - 8. The locker is loaned to the student for the school year and remains the property of Blessed Sacrament Catholic School. As with most privileges, use of a locker carries with it certain responsibilities as follows:

- Lockers should be maintained appropriately. If the locker is damaged, defaced or broken because of ill treatment, the student will be expected to pay for the repair.
- A lock must be used for safety of books and personal items.
- Combinations should be kept private.

- Valuable items should be kept at home, not in the locker.
- The school is not responsible for missing personal items left in the lockers.

## **6.11 Lunch Options**

### **Hot Lunch**

Hot lunch is available every day through our catering vendor, Grateful Plate. Lunches must be ordered 48 hours in advance through their website which can be found on our school website.

### **Cold Lunch**

Students bringing lunch from home, should bring their lunches in soft-sided lunch boxes or recyclable/reusable bags. Lunch boxes should be identified with child's name. Students in grades 3 – 8 have access to microwaves for reheating purposes. It is the responsibility of the student to remember to bring lunch. Students may call home for forgotten lunches.

## **6.12 Textbooks**

All textbooks are school property on loan to the student. Parents will be charged for damaged or lost books (price of a new text). Books must be covered with book covers at all times. Fees will be charged by individual classes for consumable goods only.

## **6.13 Lost and Found**

It is important that all items brought to school are identified with the child's name. All lost and found items are kept in the main school cafeteria and preschool cafeteria for a limited time. Periodically during the year, we ask parents and students to look through the collected items carefully. Items not claimed are donated to local charities. Blessed Sacrament Catholic School is not responsible for lost or stolen items.

# **7. Behavior and Discipline**

## **7.1 Behavior (AoD Policy 2500)**

Behavior that is disorderly, insubordinate, disruptive, violent, or endangers others is prohibited. Plagiarism, cheating, copying, or assisting students in such actions is considered academic misconduct and, therefore, prohibited.

## **7.1 Discipline (AoD Policy 2500)**

Disciplinary measures are warranted when students are not able to engage responsibly. Consequences for actions are intended to help develop responsible behavior in our students. Disciplinary action for inappropriate behavior may involve the following and could begin at any step depending on the severity of the behavior:

- Student-Teacher conference
- Student-Principal conference
- Parent-Teacher conference
- Parent-Principal conference

- Detention
- Suspension
- Probation
- Expulsion/Withdrawal
- Other (as determined by the Principal)

Each classroom teacher has his/her own discipline policies. Minor infractions will be addressed by classroom teachers. Consequences may include a verbal warning, the loss of lunchroom and/or recess privileges, parent/teacher conferences, or direct communications with the Principal. Decisions involving student behavior and the consequences of that behavior ultimately rest with the Principal. Genuine attempts will be made to understand the circumstances and possibly other students' involvement. However, it is imperative that the Principal's decision be respected.

### **Student Withdrawal (AoD Policy 2630)**

After the school has made attempts to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school.

### **Probation (AoD Policy 2520)**

A student may be placed on probation by the Principal for specified time for serious or continued misconduct. The Pastor will be informed in advance that the student will be placed on probation and that a conference will be held.

- A conference including parents, student, Principal/Preschool Director, and if appropriate the teacher(s) shall be held to discuss the problem and the terms of the probation.
- A written account shall be made of the terms of probation and that the student has been given a specific period of time in which to show improvement.
- The statement of probation conditions shall be signed by the parents, students and the Principal or preschool director. A copy of the statement shall be given to the parents and one copy kept on file in the school office.
- Parents must be notified in writing when the probation is terminated or if it is to be extended.

### **Suspension (AoD Policy 2560)**

Suspension is defined as a temporary dismissal of a student from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation.

Only the Principal or Assistant Principal in the Principal's absence, with the consent of the Pastor or in his absence the Office of Catholic Schools, has the authority to suspend a student.

If a student is suspended, the following procedures will be followed:



- A student shall be suspended for no more than five (5) days.
- Parents shall be informed of the reasons and decision for the suspension before the child is removed from the school.
- A conference shall be held with the parents, either before or after the student is placed on suspension.
- A written record including date of suspension, reasons, and notes relating to the conference with the parents and terms and conditions of the suspension shall be signed by the parent and Principal. A copy of the record must be kept in a file separate and apart from the student's permanent record.
- As a remedial measure, the student should be provided with an assignment to be done during the days of suspension. Credit for work completed during suspension will be determined by the teacher with the Principal's approval.

### **Expulsion (AoD Policy 2600)**

The permanent dismissal of a student from school is an extreme measure that is taken only as a last resort after all efforts of motivation and counseling have failed or where attendant circumstances of crime, immorality, or disruption constitute a threat to the physical or moral welfare of the other students or as set forth in Student Withdrawal on Grounds of Parental Behavior Policy.

If a student is expelled, the following procedures will be observed:

- Parents will be informed in writing that expulsion is contemplated.
- A conference will be held between the parents/guardians, student, Principal/Assistant Principal or Pastor and, if appropriate, teachers at which time grounds for dismissal will be presented and discussed.
- Expulsion will be determined only after consultation with the Pastor. The final decision to expel a student rests with the Principal and Pastor, with the knowledge and consent of the Superintendent.
- Once the decision has been made to expel a student, notification of the decision along with a copy of the Appeal Process Policy will be sent to the parents/guardians via mail and with a copy to the Superintendent.
- The Principal will properly document all expulsion cases including grounds, evidence, record of conference and final notice. All documentation will be maintained in a file separate and apart from the student's permanent record.
- The student's permanent record will indicate that the reason for the transfer was expulsion.

### **7.3 Inappropriate Student-to-Student Interaction (AoD Policy 2610)**

## **Harassment**

Harassment is defined as any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

## **Bullying**

Bullying is defined as a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression and create terror. Bullying includes these three elements – an imbalance of power; intent to harm; threat of further aggression.

### Objectives:

- To raise the awareness among staff, students and parents about bullying.
- To actively counter bullying at school.
- To provide strategies to resolve conflict and respect differences.
- To create a school environment where all students, staff and parents feel safe and welcome.
- To create a climate where it is okay to talk about bullying and ask for help.
- To promote good mental health.

### Rights and Responsibilities:

- Every person has the right to feel safe. Any person who bullies another is denying them that right. This means we have to think about others (not just ourselves) in the classroom, on the bus, and on the playground.
- The right to feel safe means that we have a responsibility to consider how we speak and act towards others. Bullying takes away a person's sense of security. The right to safety means that any bullying of any kind is absolutely unacceptable.
- Every person has the right to be treated with respect and fairness. This means that we show respect to other people and their property, in class, on the playground, and in the community. The right to receive respect and fair treatment requires from us the responsibility to show manners and courtesy towards each other.
- Every person has the right to learn. This means that we do not adversely affect the learning of others.
- At school it is everyone's responsibility to take the necessary steps to stop bullying behavior. Our school will not tolerate any action that undermines a person's right to feel safe, respected, and to learn. This policy addresses conduct taking place on school grounds, at any school-sponsored activity, or outside school (if the bullying disrupts the school learning environment or possibly poses an imminent threat to the safety of any student).

## **Teasing**

The italicized definition must be incorporated into the local-school policy verbatim.

Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is thus understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, pushing that is upsetting to students. *Teasing behaviors – while needing to be addressed by school officials – do not constitute bullying or harassment and the interventions and consequences are of another level.*

## **Sexting**

Sexting is sending, receiving, or forwarding immodest, suggestive, enticing, and/or sexually explicit messages, photographs, or images, primarily between mobile phones, of oneself to others. Sexting has become more common with the rise in camera phones and smartphones with Internet access that can be used to send explicit photographs as well as messages. It may also include the use of a computer or any digital device.

Sexting has been promoted further by several direct messaging applications that are available on smartphones. The difference between using these applications and traditional texting is that content is transmitted over the Internet or a data plan, allowing anyone with Internet access to participate. Additional information regarding Sexting can be found at <https://en.wikipedia.org/wiki/Sexting>.

Colorado legislation was passed in 2017; reference *Appendix T3, Sexting Fact Sheet* for details regarding offense and penalty definitions.

The sexting policy shall contain the following:

- Descriptive behaviors
- Outlined procedures for reporting
- Investigative procedures
- Consequences and penalties
- And, a discretion statement that allows the Principal/director and Pastor (Superintendent for archdiocesan high schools) to review individual situations and waive any or all penalties based on facts and circumstances.

## **7.4 Bullying Prevention and Education**

Bullying is one of the most damaging forms of discrimination and it must be prevented. Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. To that end, we provide the following definitions for our common understanding:

## Definitions

- **Bullying** – Bullying is an unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern (repeated), but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. When bullying occurs, the students will take on the role of victim, bully, bully-follower, or bystander.
- **Physical Bullying** – Physical Bullying is using physical force to hurt another student by behaviors that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student’s belongings, to take or break possessions, and to demand or steal money.
- **Verbal Bullying** – Verbal Bullying occurs when one student is directing words at another student with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.
- **Relational Bullying** – Relational Bullying occurs when a student influences other students’ friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumor, whispering about them, giving the silent treatment, ostracizing or scape-goating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.
- **Cyber-Bullying** – Cyber-Bullying is defined as bullying through the use of technology or any electronic communication. This includes, but is not limited to, electronic mail, Internet communications, instant messaging, posting on social networking sites, or facsimile communications. Cyber-Bullying includes creating a web page or blog in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution by electronic means or communication of messages that meets the definition of bullying above, whether distributed directly or creating a posting that may be accessed by one or more persons. Since most cyber bullying takes place off school grounds, in order for the school to intervene and discipline, the administrator is going to need to make a determination that the cyber bullying has adversely affected the “good order of the school” and that, because of the Cyber-Bullying, there is an imminent threat to the safety of a student or to the school learning environment.
- **Racist Bullying** – A wide range of hurtful behavior, both physical and psychological that makes a person feel unwelcome, marginalized, excluded, powerless or worthless because of their color, ethnic, culture, faith community, national origin or national status is considered Racist Bullying.

- **Mob Bullying** – Mob Bullying is a particular type of bullying behavior that is carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.
- **Retaliation aggression** – Retaliation is when a bully harasses, intimidates, or bullies a student who has reported incidents of bullying. This also applies to students who testify in defense of the victim.
- **Immunity/Retaliation** – No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline or other legal action.

### **Reporting Policy**

All members of the Blessed Sacrament Catholic School community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying so that together we can maintain a safe environment for all and practice the skills necessary for positive relationships within the community. School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them.

- **Students** are encouraged to report bullying concerns to their classroom teacher or another school staff member by way of a verbal report or written note.
- **Parents** are also encouraged to report directly to faculty or administration their concerns about any bullying behaviors. Parents can share their concerns verbally or in writing.
- **Teachers and Staff** will report to the school's bullying prevention taskforce manager all bullying concerns and incidents that come to their attention through either direct observation or reports from others. All reports that teachers share with the administration will be documented.
- **School Administration** can also initiate a process to address an observed concern or incident. Depending on the concern, their report may be shared with the classroom teacher of the student(s) involved. All administration initiated reports will be documented. School Administration will maintain records of all reports filed during the school year.
- **All parties** are expected to treat each other with respect and dignity, and ensure the confidentiality of any issues that may arise.

### **Intervention Policy**

All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. Intervention in bullying concerns, like all disciplinary matters at Blessed Sacrament, will be addressed with the two main goals in mind: to maintain safety and order within the learning community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again.

## **Investigation Policy**

The school's Principal will reasonably and promptly commence the investigation upon receipt of the complaint. The Principal will interview the complainant, the victim (if different from the complainant), and the alleged harasser. The alleged harasser will be given the opportunity to file a written statement in response to the complaint (due process). The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the school administrators. The school administration will decide upon and dispense punishments based on the findings received from the bullying prevention taskforce manager's investigation report.

## **Discipline Policy**

Students who are found to have bullied, harassed, intimidated, or retaliated against a student who reported acts of bullying may be subject to disciplinary action. The discipline imposed will be dependent on the nature and severity of the acts and can range from a verbal warning to expulsion, subject to applicable procedural requirements.

School Administration will notify the director of schools and local law enforcement if it believes that criminal charges may be pursued.

Nothing in this section prevents Blessed Sacrament Catholic School from imposing disciplinary sanctions on a student whose behavior does not meet the definition of bullying, harassment, or intimidation but which nonetheless violates school policy.

## **7.5 Weapons in School (AoD Policy 2621)**

### **Possession**

Possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel with the school community. "Possession" is defined as a) physically holding and/or carrying a deadly weapon/weapon/replica, or b) the deadly weapon/ weapon/replica is under the control of a student whether it is located in a car, locker, backpack, or other locations, or c) being under the control of or belonging to the student while on the school grounds and/or participating in a school-sponsored activity.

Carrying, bringing, using or possessing a deadly weapon/weapon/replica on school grounds, when being transported in vehicles to/from a Catholic school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored even without the authorization of the school is prohibited.

### **Definitions**

A deadly weapon/weapon/replica is defined as:

- A firearm, whether loaded or unloaded.

- Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
- Any object, device, instrument, materials, or substance-whether animated or inanimate-used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakus, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind.

### **Mandatory Expulsion (AoD Policy 2600)**

Expulsion is mandatory for deadly weapon possession and/or use in accordance with state and federal law. The Principal, upon consultation with the Pastor and the Superintendent, shall initiate expulsion proceeding as outlined in Expulsion, Policy 2600 for any students who carry, bring, use or possess deadly weapon/weapon/replica.

Expulsion shall be for no less than one full calendar year for a student who is determined to have brought a deadly weapon/weapon/replica to school or a school-sponsored activity.

### **Concealed Carry (AoD Policy 3450)**

Pursuant to Colorado law CRS 18-12-105.5(1), all school administrators, teachers, and staff are prohibited from possessing firearms on school premises at all times, even if the individual possesses a permit to carry firearms. Exceptions are granted only for staff for whom it is within the scope of their job to carry a firearm (e.g. licensed and trained security guards). Reference *Appendix Q3*, CO Law re: Conceal Carry for further information on Colorado law. *Appendix U3*, CM Conceal Carry Best Practice is provided for reference related to Risk Management recommendations and best practices.

## **7.6 Tobacco, Alcohol and Drugs (AoD Policy 2620)**

Student possession and/or use of tobacco, alcohol, marijuana, or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from school and notification of the proper authorities.

## **7.7 Off-Campus Misconduct**

Since Catholic Schools are partners with parents in their children's formation and in providing for their safety, school officials may notify parents when they become aware of concerns about student life or behavior, even when it occurs off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done.

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following: electronic/internet or cell phone threats/harassment, threats of violence, alcohol use, fighting,

hazing, drug possession or sales, reckless driving, sexual assaults. Interventions may include, but are not limited to: required private assessment and counseling; detention, suspension, or expulsion; removal from participation in school activities, class trips, student government and other leadership positions, and graduation ceremonies.

### **7.8 Searches of Students and Schools (AoD Policy 2300)**

A student that is assigned a locker or desk has use of, but not a proprietary right to the locker or desk. Lockers and desks are school property. The Principal, Pastor, staff of the Office of Catholic Schools or the Superintendent for Catholic Schools may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities.

Normally, the inspection of personal property, e.g. pockets, handbags, books bags, cars, etc. should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the Principal should contact the Office of Catholic Schools for further instructions.

After consultation with the Office of Catholic Schools, inspection of personal property, e.g. pockets, handbags, books bags, cars, etc., may be made if the school official has a reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property.

To facilitate compliance with this policy, schools shall publish in the school handbook a policy stating inspection rights when there is a suspicion of a threat to the health, welfare, or safety of students.

### **7.9 Student Withdrawal on Grounds of Parental Behavior (AoD Policy 2660)**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their child from the school for any of the following reasons:

- Refusal to cooperate with school personnel.
- Refusal to adhere to Archdiocesan or local policies and regulations.
- Interference in matters of school administration or discipline.
- Public rejection of the laws, norms, and teachings of the Catholic Church.

#### **Process**

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.

- The Principal/Preschool Director must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on Student Withdrawal on Grounds of Parental Behavior would be enforced.



- If such effort does not correct the situation, then after consultation with the Superintendent and, in the case of elementary and preschools, the Pastor, the Principal/Preschool Director may require parents to withdraw their child.
- Documentation signed by the Principal/Preschool Director and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion shall be followed as outlined in letters B-H in Expulsion Policy # 2600. Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein.

### **7.10 Appeal Process (AoD Policy 1500)**

Any appeal concerning any matter relating to Catholic preschools, elementary schools or Archdiocesan High Schools shall be processed in accordance with the following regulations:

#### **Resolution of Ordinary Differences within the School Community**

Every attempt will be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and strengthening of the community of faith, the following general guidelines shall be followed:

- In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
- If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school Principal/director and Pastor in a parish school. The specific provisions for a fair process are to be contained in the local school handbooks.
- If the conflict cannot be resolved following steps above, then a parent, student (18 years or older) or employee may have recourse to the school contact person who will attempt to initiate discussion between the parties and attempt to bring about a peaceful resolution.

#### **Recognition of Local Authority**

In cases involving Principal and Pastor discretion, the Office of Catholic Schools recognizes the local administrations' authority to exercise discretionary rights within the parameters of local and Archdiocesan Policy.

#### **Process of Appeal**

When a parent, an employee or a student (18 years of age) believes his/her rights have been violated and/or the Principal/Pastor is believed to be acting contrary to Archdiocesan or local

policy, the person may submit an appeal in writing to the Office of Catholic Schools with the following information (provided steps one through three above have been followed):

- The subject of appeal.
- That rights and/or policies have been violated.
- Any factual data, other hearsay, the person considers appropriate.
- The efforts that have been made to resolve the issue.

A parent, employee or student (18 years of age) may further appeal to the Superintendent if the complainant feels the Office of Catholic School's designee has not properly interpreted or applied policy or has failed to recognize that the complainant's rights have been violated. The Superintendent will review the materials submitted to the Office of Catholic Schools and may ask for further details. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate. The decision of the Superintendent is final and binding and concludes the appeal process.

The appeal process is designed to support the Catholic Church's belief and, therefore, at no time during the appeal process may the parent, employee or student (18 years of age) be represented by an attorney.

## **8. Student Health and Wellness**

### **8.1 Health and Wellness**

Every effort is made to keep our school clean. School bathrooms are cleaned and disinfected daily. Our classrooms, drinking fountains, and cafeteria are kept clean and sanitized often. Students should take responsibility for keeping all areas of the school including classrooms, bathrooms, and cafeteria neat and tidy.

Students should take reasonable precautions to remain healthy. A child should be kept home when they are not well enough for complete and active participation in a full day, including recess and gym classes. Sick children also endanger the health of classmates and teachers. The school lacks the facilities to care for sick children. If a child becomes ill during the school day, the school office will contact a parent/guardian to pick up the child as soon as possible.

### **Communicable Diseases (AoD Policy 1400)**

Infectious diseases are disorders caused by organisms — such as bacteria, viruses, fungi or parasites. Many organisms live in and on our bodies. They're normally harmless or even helpful, but under certain conditions, some organisms may cause disease. Some infectious diseases can be passed from person to person. Some are transmitted by bites from insects or animals. Others are acquired by ingesting contaminated food or water or being exposed to organisms in the environment. Still others are tied to a student not receiving a particular vaccination and then being exposed to that infectious disease.

Signs and symptoms vary depending on the organism causing the infection, but often include fever and fatigue. Mild infections may respond to rest and home remedies, while some life-threatening infections may require hospitalization. Many infectious diseases, such as measles and chickenpox, can be prevented by vaccines. Frequent and thorough hand-washing also helps protect the school community from most infectious diseases.

Per Colorado regulation 6 CCR 1009-1 “Rules and Regulations Pertaining to Epidemic and Communicable Disease Control”, persons treating or having knowledge of a reportable disease, whether the disease is suspected or confirmed, must report the case to the state and/or local public health agency. This includes schools and child care providers. *CCR 1009-1-Appendix D1, Reportable Diseases* outlines additional information regarding infectious diseases, contact information, reporting requirements, case investigation, and outbreak investigation.

### **Head Lice (AoD Policy 1420)**

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. The head louse is a parasitic insects that can be found on the head, and at times, the eyebrows of people. Please see the appendix for details. **(APPENDIX J)**

### **Immunization**

All children entering Colorado elementary schools for the first time (e.g., Preschool, Kindergarten and out-of-state transfers) must show proof of immunization for diphtheria, tetanus, red measles, rubella (German measles), polio, and hepatitis. Exceptions will be made for medical or religious reasons. Verification forms may be obtained from a physician, local health department, or the school office. Proper immunization is **REQUIRED** by Colorado state law for all students in school. For our records, please make certain that teachers and the office have been notified in writing of any serious health conditions. Immunization records are due to the office by the first day of each school year.

### **Medication**

Medication, including aspirin, cough and cold medications, decongestants, or any other over-the-counter medications, shall not be administered by any school personnel, except on the written orders of a physician. These medications shall be registered via the Authorization to Administer Medications Form **(APPENDIX C)** and kept in the school office. Prescription medications must be in the original container with the pharmacy's name. Records will be kept of such medications administered by school personnel. Whenever possible, parents are requested to be present to administer medication.

*The school administration is required to advise parents that the school cannot guarantee an allergy-free environment. Parents of children with severe allergies or other conditions requiring medications are to sign the Medical Release Form **(APPENDIX B)**. This form is to be maintained on file at the school.*

### **Vision and Hearing Tests**

Early identification and treatment of vision, hearing and speech/language problems can support growth and development in learning, reading, social skills and behavior. Blessed Sacrament Catholic School in conjunction with the school nurse offers vision and hearing tests in the fall of each year. These tests are purely optional and there is a cost associated.

### **Accidents/Illness/First Aid (AoD Policy 2220)**

In the case of acute illness or injury, students will receive immediate and temporary first aid care as necessary. An immediate effort will be made to call parents/guardians and other contact numbers listed on the family's *Sycamore Education* file. In the event of serious illness or injury and inability to contact a responsible party, the Principal or adult supervisor will exercise reasonable judgment in contacting emergency services. Continued attempts will be made to contact the parents/guardians. An accident report will be filed in the office and a copy sent home to the parents.

There is not a "blanket insurance policy" that covers students attending Archdiocesan Catholic Schools. It is expected that parents/guardians carry health insurance on their children. Blessed Sacrament Catholic School is not responsible for injuries incurred during the normal activities on school grounds.

### **Concussion Guidelines (AoD Policy 2190)**

A concussion is a type of traumatic brain injury or TBI-caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. The following steps are required by coaches or supervisor whenever an athlete/student has experienced a bump or blow to the head or body and evidence any of the symptoms or signs of a concussion.

1. Remove the athlete/student from play immediately.
2. Inform the athlete/student's parent as soon as possible about the concussion and given the CDC fact sheet on concussions.
3. Ensure the student/athlete receives immediate medical attention.

### **General Health Appraisal - Required for Current School Year/Sports**

The General Health Appraisal Form must be on file in the school office for all students who attend preschool, the before and after school program, and summer camp, or for those who participate in Catholic Schools Athletic League (CSAL) sports programs. A General Health Appraisal Form is required to be on file before the first day of school.

## **8.2 Medical Form**

**A Medical Release Form is required to be on file before the first day of school (APPENDIX B).** If a student has a condition that might require medication on an emergency basis, the student's family shall provide all necessary information, including the written order of the physician, and training or instruction to the school personnel who might be responsible for administering such medication or carrying out such medical procedures.

## **8.3 Child Abuse and Neglect (AoD Policy 2200)**

Colorado statutes 19-10-102 to 115 require the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency. Parents need NOT be informed by the school of any action taken in this area. The first concern will always be for the safety and welfare of the child. Colorado has established a state-wide phone number for reporting child abuse: 1-844-CO-4-Kids (1-844-264-5437).

## **8.4 Asbestos Management Plan (AoD Policy 1600)**

Asbestos is the name given to a number of naturally occurring minerals that have been mined for their useful properties such as thermal insulation, chemical and thermal stability, and high tensile strength. Asbestos is made up of microscopic bundles of fibers that may become airborne when disturbed. If these fibers get into the air, they can be inhaled into the lungs where they may cause significant health problems. *Appendix V3*, CO CDPHE General Information on Asbestos provides additional information regarding asbestos.

### **Asbestos Management Plan**

An Asbestos Management Plan complying with the provisions of the Asbestos Hazard Emergency Response Act of 1986 (AHERA) shall be developed and maintained on file at each school and available for review when requested. It is the responsibility of the Principal to keep the school's Asbestos Management Plan updated with copies of all communication, inspections, training, and reports related to the school. The Principal should decide where the Asbestos Management Plan will be kept so that when someone requests to review the Asbestos Management Plan, it can be located quickly and in its complete form.

### **Communication**

One of the requirements under the Federal Asbestos Laws is that every school must notify, in writing on an annual basis, all parents, school faculty and staff about the availability of the Asbestos Management Plan for review. This notification should be completed on or before October 1; a copy of the letter is to be placed in the Asbestos Management Plan, along with a description of how the letter was distributed to the school community.

### **Training**

The Federal Occupational Safety and Health Administration (OSHA) and Colorado regulations require that all maintenance and custodial employees take mandatory annual asbestos training. Reference the Risk Management and Insurance Manual, Section X—Safety & Training for the current training requirements. OSHA-*Appendix H3*, RM Section X—Safety & Training Info provides information from the 2010 Risk Management and Insurance Manual. Documentation of trainings attended are to be filed in the Asbestos Management Plan.

### **Inspections**

Site inspections are completed every three (3) years; a visual inspection should be completed every six (6) months. All inspections are to be documented and filed in the Asbestos Management Plan; all site inspection reports are to be filed in the Asbestos Management Plan. If requested, a copy of the site inspection report is to be provided to the Risk Management Office at the Pastoral Center.

## **Construction/Remodeling**

Prior to remodeling any portion of the school building, the Asbestos Management Plan must be reviewed and any necessary construction-specific inspections for the identification of asbestos containing materials must be conducted.

## **8.5 Radon Management Plan (AoD Policy 1616)**

Radon is a naturally occurring radioactive gas that comes from the breakdown of uranium in the soil. It is a gas that moves up through the soil to the atmosphere. Radon moves from uranium-bearing granite deposits in the soil to the atmosphere. The most common routes for radon to enter the school buildings are through cracks in foundations and/or wall, openings around sump pumps and drains, and construction joints and plumbing penetrations. High radon levels have been found in all 50 states and in all parts of Colorado. *Appendix W3*, EPA Basic Radon Facts contains additional information regarding radon.

### **Radon Management Plan**

Colorado statute requires all schools to test for radon and to maintain records of the test results for disclosure upon request; compliance with this request has been delegated to the county level. The statute doesn't require schools to mitigate, so it's up to the school district and its constituents to address mitigation issues. *Appendix X3*, EPA Managing Radon in Schools contains additional information and resources regarding radon mitigation planning.

It is the responsibility of the Principal to keep the school's Radon Management Plan updated with copies of all communication, inspections, training, and reports related to the school. The Principal should decide where the Radon Management Plan will be kept so that when someone requests to review the Radon Management Plan, it can be located quickly and in its complete form.

## **8.6 Liability Insurance Coverage**

Each parish, mission, educational, charitable and religious institutions under the control of the Archbishop is covered by Commercial General Liability Insurance. Coverage is extended to include clergy, employees and volunteers while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parents/guardians are providing accident and health insurance.

# **9. Safety and Privacy**

## **9.1 Emergency Forms**

**An *Emergency Contact Form* is required to be on file before the first day of school.** Each family is required to complete an annual *Emergency Contact Form* which is kept on file and delegates permission for the school to take action on behalf of students in those cases when a parent/guardian cannot be reached. Families must also provide information on their family physician and preferred emergency treatment center. It is important that the school be notified if any information on the Emergency Contact Form

changes. The school must have a current listing of parents'/guardians' work and home phone numbers in the event of an emergency.

## **9.2 Supervision of Students (AoD Policy 2120)**

To achieve the factors that are attributed to the whole child, students will be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored co-curricular activities and at any other times during which the school accepts responsibility for supervision. Since emergencies may occur, it is not always possible for a teacher to be physically present to all students. It is important, therefore, that teachers inform students what they are to do if a teacher is not present.

Personnel charged with supervising students outside the classroom are to be provided with information relating to student supervision. This information may include the following:

- A basic or local in-service update on emergency procedures.
- A written list of all procedures and rules to be followed relating to the conduct of students in the schoolyard.
- A specific diagram of the yard to assist in stationing of supervisory personnel.

### **Lost Child**

Keeping children safe is an absolute priority at Blessed Sacrament Catholic School. In the extremely rare event that a child is missing, a search will be started immediately. If necessary, the parents and the authorities will be called to assist in the child's search. Parents, please assist us in educating your child of the importance of staying with Blessed Sacrament Catholic School teachers and staff.

### **Child Custody Issues (AoD Policy 140)**

Custodial parents shall be recognized by the school as the primary decision-makers for their children. Information regarding custody and visitation shall be provided to the school by the custodial parent(s) at the time of registration. Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

## **9.3 Student Directory Information**

Blessed Sacrament Catholic School will obtain written permission for publication of student directories. Names and addresses of students and faculty shall not be made available to anyone outside of the school. The permission shall be kept on file for the school year.

### **Release of Student Directory Information (AoD Policy 2340)**

Blessed Sacrament Catholic School can share student directory information with all diocesan and affiliated Catholic Schools when requested by an official (i.e., Principal, OCS representative). Before printing student directories, written or electronic permission for publication of this information will be done on an annual basis. Names and addresses of

students, faculty, and staff shall not be made available to anyone outside the school system. This information is kept on file for five (5) years.

#### **9.4 Threat Assessment (AoD Policy 1320)**

The purpose of this policy is to establish guidelines for the prevention of general violence in the Catholic schools. The Archdiocese of Denver prohibits threats and acts of violence on parish/school property, within parish/school facilities, at any parish/school sponsored events, while engaged in any educational or athletic activities, and while traveling in parish/school vehicles.

Prohibited conduct includes, but is not limited to:

- Injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury to self or others.
- Engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress.
- Possessing, brandishing, or using a weapon while on school premises (reference Weapons in School, Policy #2621 and Conceal Carry, Policy#3450).
- Intentionally damaging property.
- Threatening to injure an individual (including oneself) or to damage property.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.
- Retaliating against any employee or student who, in good faith, reports a violation of this policy.

Students who violate this policy will be subject to disciplinary action as outlined in the local school handbooks. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of enrollment, to participate in mental health evaluations as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others.

Employees who violate this policy will be subject to disciplinary action as outlined in the Archdiocesan Code of Conduct and local handbook.

#### **Definitions**

- **Threat:** Concerning communication or behavior that suggests a person may intend to harm someone else. The threat may be spoken, written, or gestured, and is considered a threat regardless of whether it is observed or communicated directly to the target of the threat or observed by or communicated to a third party and regardless of whether the target of the threat is aware of its existence in any fashion.
- **Threat assessment:** A fact-based process relying primarily on an appraisal of behaviors



to identify potentially dangerous or violent situations and address them. A threat assessment represents an important component to our school safety. Research suggests that when a threat assessment is conducted, the threat is not carried out. Threat assessments are a violence prevention strategy that involves:

- Identifying student threats to commit a violent act.
- Determining the seriousness of the threat.
- Developing intervention plans that protect potential victims and addresses the underlies problems or conflicts that stimulated the threatening behavior.

The goals of a threat assessment are to keep us safe and to help potential offenders overcome the underlying source of their anger, hopelessness, or despair. The threat assessment provides us with useful information about a student's risks. Among the other potential student risks that can be identified and prevented are suicide, alcohol and drug use, physical abuse, and criminal activity.

- **Threat assessment team:** a multi-disciplinary team of trained professionals, including, but not limited to a school mental health professionals, administrators and school resource officers or local law enforcement.

### **Guidelines for Conducting Threat Assessments**

All threats of violence must be taken seriously and investigated. As such schools must have a specific policy and established procedures for dealing with student and staff threats. The policy should clarify the role of educators in relation to that of law enforcement and identify the local school threat assessment team. The policy and procedures must be clearly communicated to staff and families.

Effective threat assessment is based on the combined efforts of a school-based team including representatives from administration, school employed mental health professionals, and law enforcement. In unusually complex cases, the team might draw upon professional in the local community. The interdisciplinary team approach improves the efficiency and scope of the assessment process and reduces the risk of observer bias.

A threat assessment involves evaluation and classification of a threat (i.e. transient versus substantive) and appropriate response and intervention, including notification and involvement of parents and a written safety plan. It should also include a suicide risk assessment.

### **Procedures for Conducting Threat Assessments**

The following is a list of procedures to be included in local level policies and procedures.

#### **1. Identifying Threats**

There are many behaviors in a school that may cause concern for the safety and well-being of an individual or campus as a whole. Behaviors must also be assessed factoring in the

developmental spectrum of a child and age appropriateness. The following is not an exhaustive list, but provides examples of concerning behaviors or situations:

- Unusual or abrupt changes in behaviors or patterns.
- Extreme reaction to a loss or traumatic event.
- Preoccupation with weapons, violent events, or persons who have engaged in violent acts.
- Uncharacteristically poor performance, grooming, or affect.
- References to harming others or planning a violent or destructive event.
- Evidence of depression, hopelessness, or suicidal thoughts/plans.
- Inappropriate responses such as prolonged irritability, angry outbursts, or intense reactions.
- Strained interpersonal relations, isolating behaviors, or low self-esteem.
- Following or stalking, in person or electronically.
- Significant change in life circumstances (e.g. personal loss, loss of relationships, or loss of employment).

## **2. Reporting Potential Threats**

- Anyone who believes that a person or situation poses a clear and immediate threat of serious violence that requires containment should notify law enforcement immediately or in case of emergencies, dial 911.
- Reports are to be made to the Principal; individuals making reports should share as much information as possible. While anonymous reports are accepted, the identity of the reporter allows the administration, the Threat Assessment Team members, and/or local law enforcement to gather additional facts to conduct follow-up interviews. Identities will be protected to the fullest extent possible.

## **3. Assessing Threats**

- Schools are to follow and consult the process outlined in *Appendix B4*, Threat Assessment for School Administrators & Crisis Teams to determine if the threat is transient or substantive.
- If the threat is determined by the Principal, Pastor, and/or Threat Assessment Team to be substantive, the school leadership is to consult with the Superintendent or his/her designee, and also with the official threat assessment representative for the archdiocese.

## **4. Due Process**

- Pursuant to Expulsion, Policy #2600, no student will be expelled without due process. Any time the Threat Assessment Team recommends expulsion, all procedures outlined in Expulsion, Policy #2600 must be followed.

## **9.5 Safety & Security (AoD Policy 1300, 1320)**

### **Ways to Keep Your Child Safe at Home (BSCS Principal's Letter to Parents, 2015)**

While it is particularly important that we all increase our environmental awareness at times like these, there are some ongoing things that you can do to help keep your child(ren) safe:

- Know where your children are at all times. Are they at school, visiting a friend, riding their bike? Keep that communication open so you know where they are.
- Talk to them and keep up good communication with them so that they feel comfortable reporting anything unusual to you.
- You should establish a password with your children – one that is known only to your immediate family.
- Let your children know when they should use that password, and tell not to go with an unfamiliar person without using the password.
- There is an exception to the password rule and you must teach your children how to identify safe people such as policemen and firemen.
- If approached by a stranger(s), children should know to take several steps backward, stay out of arm's reach and run to a safe area.
- Don't forget to teach your children to scream when they are confronted. Some things for them to scream: "I'm not your child" or "You're not my parent."
- Confirm after-school arrangements with your children and teach them when and how to dial 911 from a cell phone or landline.
- Teach your children not to walk alone; teach them to use the buddy system and to walk with a friend or sibling whenever possible.
- Show them where safe homes or buildings are in the areas they walk or play just in case they need to run to them for safety.
- Identify and make a plan with those neighbors who are available to help when you are not at home.
- Teach your children that in an emergency, they should run to the nearest house for assistance.
- Talk with your child about contacting an adult immediately if they ever feel unsafe
- If an incident occurs anywhere or anytime, parents - please s notify both the school and the police.

The National Crime Prevention Council is a good source for more safety information.

<http://www.ncpc.org/topics/violent-crime-and-personal-safety/strangers>

### **Safety at School**

Blessed Sacrament Catholic School will continue to keep safety in the forefront of our everyday operations, and will continue to notify you of any incident we learn of that could potentially cause harm to your children. Throughout the school year, staff and students practice Fire, Lock Down, Lock-In, and Shelter-in-Place drills. The policy stays the same in all buildings, but procedures will differ when a viable threat is present in one or more of the buildings. In such an event, each building will act independent of one another.

Teachers will train their students using age appropriate language. All students are expected to participate in safety drills in order to be prepared.

## **9.6 Emergency Response**

### **Fire Drills**

- All classroom doors should be closed and the lights turned off.
- Teachers MUST carry their attendance books out with them in case students need to be located.
- When the alarm sounds, everyone must leave the building regardless of weather conditions. All students must move as quickly as possible without running, and must remain quiet.
- The teacher will lead his/her class and remain with the class at the exterior of the building.
- Teachers will follow the directions on the Evacuation Map posted in their classrooms.
- Teachers will take attendance once safely outside the building and will report any missing student/s to area Administrator.
- Area Administrators will leave the building last to check doors and assist in the rapid evacuation of the building.
- Students will remain outside the building until an announcement is made to re-enter the building

### **Shelter in Place Procedures for Weather Related Events**

- Students/Staff members and visitors who are outside will come into the buildings.
- All students, staff members and visitors will remain in the building.
- No one will be permitted to enter or leave the building, classrooms, or safe location until a public announcement of "all clear" is made.
- Depending on the severity of the weather event, the media will be notified through the Office of Catholic Schools.
- Parents will not be permitted to enter the building or collect students until the "all clear" is given.

### **Lock-in Procedures**

The following procedure will be used when an incident is happening in a radius of the school and does not affect the school directly.

- Students/Staff members and verified visitors who are outside will come into the buildings.
- Students and staff are to remain in the buildings and are free to attend any class they have in the building.
- Visitors will remain in the office area.
- Restrooms are available for students.
- Teachers will take attendance and account for all students.
- Students are not to leave the building for recess or specials.
- If students are at specials or in another classroom, the other teacher is responsible for all the students in their care.
- No one will be permitted to enter or leave the building or classrooms until a public announcement of “All-clear” is made.
- The Denver Police Department will be notified via 911.
- Parents will be informed via email of the Lock-in.
- Depending on the severity of the event, the media will be notified through the Office of Catholic Schools.
- Parents will not be permitted to enter the building or collect students until the "all clear" is given.

### **Lock Down Procedures**

The following procedure will be used when a dangerous situation or intruder is in one of the school buildings. Staff will be directed to secure the location for themselves and the students.

- Teachers will get students’ attention.
- Teachers will immediately lock the classroom door.
- The door will remain locked until the Principal or police have given the all clear.
- The teacher will direct students to be DOWN, QUIET and OUT OF SIGHT. This should be in areas that are out of sight from doors and windows, as much as possible.
- Students will be instructed students to take the protective seated position.
- Classroom door windows will be covered.
- No one is allowed to leave the classroom.

- Teachers will keep students calm, quiet and still. Bathrooms will not be available.
- Teachers will remain with students at all times.
- If students are at specials or in another classroom, the other teacher is responsible for all the students in their care.
- The Denver Police Department will be notified via 911.
- The Office of Catholic Schools will be notified.
- The Denver Police Department's Public Information Officer will be in charge of all communication.
- Parents will not be permitted to enter the building or collect students until the "all clear" is given.

### **Reunification Plan**

In the event of a school crisis or emergency, it is paramount to reunite students with their parent/guardian. Campus location specific emergencies will impact the reunification process.

### **On-Campus Reunification**

Depending on the situation, reunification may take place in any and/or all of the school buildings. The location reunifying parents and children is flexible depending on where the emergency is taking place. The reunification process will be in place in each building. Notifications to parents will be made as soon as possible by using text messages, phone calls, Blessed Sacrament Catholic School Websites, Social Media Sites, and Press Releases.

### **Off Campus Reunification**

The location of off campus reunification is also flexible depending on where the emergency is taking place. Notifications to parents will be made as soon as possible by using text messages, phone calls, Blessed Sacrament Catholic School Websites, Social Media Sites, and Press Releases.

## **9.7 Employee Background Investigations (AoD Policy 3140)**

All job applicants receiving a conditional offer of employment will be required to have successfully completed a background check and any other pre-employment screening requirements prior to beginning employment. The background check should look for criminal events, but should also include verification of employment and education.

The cost for a background check will be paid by the school/parish. A list of approved vendors can be obtained from the business manager at the parish/school location or from Human Resources at the St. JP II Center. Background checks completed through some approved vendors are electronic therefore it is not necessary to produce a paper copy for the file.

For all school employees/job applicants, a copy of the completed employment application, together with a copy of the results of the background check (depending upon vendor used for

the background check), shall be kept in a confidential file at the local school or parish. Principals, Assistant Principals, and Teachers

- All newly hired school Principals, Assistant Principals, and teachers who do not hold a current Colorado Teacher and/or Principal License are subject to a background investigation conducted by parish/school business manager using approved vendors and appropriate paperwork (*Appendix Y1*, Authorization to Obtain Consumer Report) prior to the date they are offered employment
- Non-Colorado licensed Principals, Assistant Principals, and teachers will be required to produce their date of birth and/or Social Security number for the purpose of conducting this background check through the approved vendors.

## **10. Communication and Media**

### **10.1 Visitors**

All visitors entering Blessed Sacrament Catholic School or Falcon's Nest and Fledgling Falcons Nest are required to sign in. During the school day, all visitors must sign in at the Machebeuf building Main Office. Falcon's Nest visitors must sign in with the Aftercare Director.

### **10.2 Communication Methods**

#### **Telephone Calls**

Teachers and/or students will not be called from class to answer the phone during school hours. If you wish to contact a teacher, messages may be left for teachers with the school office or sent to her/him on *Sycamore Education*.

Students may use the office phone only with permission from a teacher or in the case of an emergency. (Phones located in school buildings are for adult use only.)

#### **Sycamore Education**

*Sycamore Education* is the school's internal communications program which every family needs to activate. If you have not yet activated your account, please contact the office for log-in information and assistance. Falcon's Nest statements will now be managed weekly via FACTS. *Sycamore Education* is a source of Emergency Contact information, the teacher's planners with homework assignments, classroom calendars, students' progress reports and report cards, and correspondence from teachers, staff and other parents/guardians. Access this information at: <https://app.sycamoreeducation.com/index.php?schoolid=3118>

#### **Social Media**

Our school hosts our school Website and Facebook accounts for marketing and parent communication purposes. These are managed and monitored by the Office of Communications. All social media content related to the Blessed Sacrament Catholic School should be reviewed and approved by the Office of Communications prior to being posted.

#### **Weekly Emails**

Each week an email goes out from Blessed Sacrament Catholic School to all parents. The letter contains the Principal's Letter, which contains updates and overviews from the Principal. It also includes information on what is going on at the school, upcoming events, PTA announcements, request for volunteers, etc. These emails are a valuable way to stay up to date on what is happening at Blessed Sacrament Catholic School.

### **School Website**

Our website is <http://bscs-denver.net>. The school administration can be contacted on *Sycamore Education* or by email via the school website.

All communication should be approved by Principal and/or Pastor and reviewed by the Office of Communications prior to publication and release to the community.

### **Open Door Policy**

The administration strives to keep communication open between home and school. If a parent has a concern with something in the classroom, the normal procedure is to contact the teacher; however, the Principal may intervene at any time. If the concern is unable to be resolved, a conference with the parent, teacher and Principal will be held.

### **10.3 Contacting Students during School Hours (AoD Policy # 2280)**

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day **MUST FIRST** receive permission from the Principal/Preschool Director. The following policies shall apply to such situations.

If contact is sought by a police officer or Social Services personnel, the Principal/Preschool Director must obtain prior parental consent when the student is a minor, except if the police or Social Services direct the Principal not to contact the parents. In such cases, the school shall follow the directives of the police or Social Services, and the Principal/Preschool Director and placed in school files. The Principal/Preschool Director shall notify the Pastor, in the case of elementary and preschool, and the Office of Catholic Schools.

If contact is sought by anyone other than a police officer, Social Services or a custodial parent/legal guardian, the Principal/Preschool Director must first obtain parental consent.

The Principal/Preschool Director shall never allow students to be alone with anyone who is not a legal guardian or school employee, even if the visitor is a law enforcement official, Social Services worker or medical counseling person not employed by the school. This does not include persons authorized by parents/legal guardians or Principal/Preschool Director as part of the regular curriculum or support programs of the school, nor those in a tutorial or diagnostic position such as Child Find.

Teachers shall not allow pupils to leave the classroom to speak to non-school personnel without the explicit permission of the Principal/Preschool Director or his/her designee.

The school may not be used by a non-custodial parent for the purpose of circumventing custody orders or visitation rights.



No organization, agency, or person (excluding police officers and Social Services personnel) may be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parent or guardian.

The following procedures must be followed when custody of a pupil is requested by a police officer:

**Examination of police credentials:** If the police officer is unknown to the Principal, the officer shall be asked to produce his/her credentials. A call will be placed to Police Headquarters to ensure that the person there is really a police officer. Should a police officer produce a warrant for the arrest of a pupil, the pupil shall be immediately surrendered to the officer. The Principal should request that the police officer allow the Principal time to notify parents before removing the pupil from the premises. In all cases, the parents/legal guardians should be notified by the Principal.

In instances not involving a warrant, parents/legal guardians may give telephone authorization to surrender the pupil to the police officer. The Principal shall make a written notation of the time and summary of the conversation and retain the notation in a secured office file. The Principal/Assistant Principal may then surrender the pupil to the police officer. If the parent/legal guardian refuses authorization, then the school shall not release the child without a warrant or other court order.

Whenever custody of a pupil is requested by a police officer, the Principal shall notify the Office of Catholic Schools and, in the case of elementary and preschools, the Pastor, as soon as possible.

The following procedures must be followed when custody of a pupil is requested by Social Services:

- Examine and photocopy the official identification/credentials of the Social Services representative.
- Should the Social Services person request that the pupil be removed from the school, prior to notification of the parents, the Principal shall:
  - Obtain a copy of authorization from an appropriate court or other legal authority.
  - Request information regarding when the parents will be notified and by whom.
  - Obtain all pertinent information from the Social Services person regarding where the child will be taken and how the parents can reach the caseworker.
  - Immediately make a written summary of the event and place it in a secured office file.

- Whenever custody of a pupil is requested by Social Services, the Principal/Preschool Director shall notify the Office of Catholic schools and, in the case of elementary and preschools, the Pastor, as soon as possible.

#### **10.4 Media Policy (AoD Policy 2350)**

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents on an annual basis.

##### **Process**

- Written permission can be granted via paper-based release form or electronic release form using the recommended photographic and interview release (*Appendix VI, Recommended Photographic and Interview Release*).
- This permission shall be kept on file for the length of the time the student is at the school PLUS five (5) years.

#### **10.5 Email and Internet Use (AoD Policy 4030)**

All electronic communications to or from Blessed Sacrament Catholic School shall reflect the Christian principles upon which the school is founded, in support of our mission, Catholic identity and educational goals.

All computers at the school are school property. The school and/or the Office of Catholic Schools reserve the right to view emails sent from or to the school and/or any Internet sites accessed on school computers. **(APPENDICES F-H)**

#### **10.6 Office of Communications**

The Office of Communications serves to coordinate the majority of the school's communications efforts within the Blessed Sacrament Catholic School community, as well as with the greater local community. The Office of Communications is responsible for management and/or oversight of the following areas:

- Public/Media Relations
- Digital Communications with the School Community, which includes:
  - Website
  - eNewsletters and email blast Messages - *The Blue & Gold: Letter from the Principal and The Blue & Gold: Community Spirit Edition*, each week for distribution to parents, other email blasts as needed
  - Social Media Tools – School website and Facebook

- Reverse Communication Alerts - for emergencies, attendance, weather delays and closures, counseling and athletics communications
- Photo Management and Visual and Communications Identity Management
- Advertising/Marketing

### **Media Inquiries**

Those seeking to profile Blessed Sacrament Catholic School, any of its programs, students or employees, should contact the Principal. Please also note that permission is required to interview any student or come on to the campus for reasons except those directly related to athletic contests hosted by Blessed Sacrament Catholic School. Please contact the Main Office or the Office of Communications to request such permissions.

### **Communication Publication**

All communication should be approved by Principal and/or Pastor and reviewed by the Office of Communications prior to publication and release to the community.

### **General Inquiries**

General inquiries can be made to: [Communications@bscs-denver.net](mailto:Communications@bscs-denver.net).

### **Logos and Standards**

All logos and the standards governing them are maintained by the Communications Office. For all inquiries, contact [communications@bscs-denver.net](mailto:communications@bscs-denver.net) for our branded images and communications style.

## **10.7 Location Filming or Photography Requests**

Sometimes schools receive a request to use their grounds and/or buildings as a backdrop for a professional film or photography project that is not associated with an event sponsored by the Church, parish, or school. Such a request should only be approved if the promoters clearly demonstrate that the project can provide a positive benefit to the Catholic Church and its efforts to evangelize. If approved, an agreement must be in place using policies and procedures outlined in Appendix Z2, Section III: Facilities Usage/Rental addressing insurance, use fees, assurances regarding consistency with Church teachings, and related topics.

Those interested in conducting professional film or photography projects on Church grounds of entities subject to the Pastoral Handbook, must ultimately obtain approval from the Office of the Chancellor before the project may continue.

Amateur film or photography projects that seek to use Church grounds and/or buildings as a backdrop, may be approved by a Pastor or Principal. The Superintendent of Catholic Schools and/or the Chancellor is available for consultation if desired.

### **Process**

Upon receiving a request, the parish/school may always say “no” without consulting the Office of Catholic Schools or the Office of the Chancellor.

If the location is amenable to the request, provide the following to the Office of Catholic Schools and the Office of the Chancellor:

- On the cover page, note:
  - The location’s contact information.
  - The requestor’s contact information.
  - A brief description of the request.
  - A succinct few sentences on the location’s wishes and opinion of the request.
- As an attachment to the cover page, provide the completed script if the project is a film project, or a full project description if the request is a photo shoot request.
  - The production of a draft or partial script will not result in approval.
  - It is imperative that the entirety of the project be transparent so as to assess the message being conveyed.
  - As well, the requestor should be put on notice at the outset that the location will reserve rights to view the final product and approve it prior to the Church permitting release.
- Be ready to provide such other information as the Superintendent may require assessing the project request.
- If the project request is approved, the location will be directed to work with the Legal Department and the Office of Communications to finalize details.

## **11. Extracurricular Activities**

### **11.1 Co-Curricular and Extracurricular Activities (AoD Policy 4180)**

Co-Curricular and Extracurricular activities are all of the duties performed by a teacher involving students that are outside the regular school day and not directly related to the instructional program (for example, athletic coaching, chaperoning school dances, taking pictures at a sporting event, and some before or after-school club sponsorships unless it is related to instructional duties).

All Blessed Sacrament Catholic School co-curricular activities will abide by the following criteria:

- Appropriate for age and ability.

- Follow the Catholic school mission, philosophy, and policies of the Archdiocese of Denver.
- Scheduled in advance.
- Supervised by approved and qualified staff.
- Pertain to activities contributing to academic learning experiences.
- Assist students with opportunities to learn and develop skills through active participation.
- Be broad based to involve as many students as possible.
- Promote social integration.

## **11.2 Athletic Program**

Since St. Paul said we should do *everything* for the glory of God (1 Cor. 10:31), this includes athletics. Therefore, the primary purpose of Blessed Sacrament Catholic School's athletic program is to further build the kingdom of God. While winning is a goal for Blessed Sacrament Catholic School sports teams, this priority takes a back seat to fostering the fundamental aspirations of the Christian message (e.g., solidarity, discipline, sacrifice, and fair-play).

With these goals in mind, Blessed Sacrament Catholic School is proactive in our efforts to create a positive, productive, Catholic culture within our sports program. All participants must follow the guidelines set forth by the *Play Like a Champion Today*<sup>™</sup> program. This means all players, coaches, parents, and fans must treat others (including referees and opposing players and fans) with respect. Parents and coaches play an especially important role in making athletics a powerful Catholic ministry.

The athletic program is available to all students in Grades 3-8 regardless of athletic ability. In general, students will be assigned to teams of similar skill levels and will participate in appropriate divisions/leagues. With the exception of the Widget League (Grades 3-4), Blessed Sacrament participates in the *Catholic Schools Athletic League* (CSAL) and follows all CSAL rules and regulations.

Each coach will attempt to give equal playing time to all players. However, playing time may vary at the discretion of the individual coach due to the behavior, attitude, punctuality, attendance, etc. of each player.

At the start of each season, a registration form will be available for all students in Grades 3-8. Names of coaches and practice times will be included. Students and parents will be expected to sign a contract, which outlines team expectations. Parents or designated persons are also required to sign the *Parental Permission and Health Authorization Form*. Parents must submit **medical insurance** prior to the start of practice for the student to participate.

The athletic program is an accredited extra-curricular activity of Blessed Sacrament Catholic School; therefore, all participants are subject to the *Eligibility for Extra-curricular Policy*.

Registration for all programs is announced prior to the first practices and all programs have a registration fee.

### **11.3 Eligibility for Extracurricular Activities/Athletics**

Blessed Sacrament Catholic School students are expected to perform to their capabilities in the classroom and are expected to display exemplary conduct. Students who cannot conduct themselves properly in the school environment will not represent Blessed Sacrament Catholic School at extracurricular events, speech meets and Middle School socials.

The criteria for participating (in athletics or other Catholic School activities such as Speech, Spelling Bee or Middle School socials) is as follows for students in 5th through 8th grade: If a student has one failing grade or two “D’s”, that student has one week to raise their grade up to an acceptable level. If the student has not brought the grade up to an acceptable level the student may not practice, play or participate for the following week. The “F” needs to be at least a “D” and the “D’s” brought up to “C’s”. The student may participate as soon as the teacher(s) involved communicates in writing that the grade(s) is (are) at an acceptable level. Parents are encouraged to determine their own acceptable level of academic performance for their students. Blessed Sacrament Catholic School will support any eligibility determination made by the parent. Participation from games and practice is strictly prohibited if a student was suspended from school.

For the younger students in 3rd and 4th grade, the establishment of an acceptable level of academic performance is a matter to be determined among the parent/guardian, teacher(s) and student.

A student who is absent more than a half day from school on a given day may not participate in practices, competitions, games, or social events that day.

### **11.4 School/Social Activities (AoD Policy 2710)**

School-sponsored social activities may be held with the approval of the Pastor and/or Principal/Preschool Director. All school-sponsored social activities will be appropriately supervised by faculty members and parents. If a social activity is held off-campus, all paperwork, processes and procedures regarding one-day field trips are to be followed as outlined in Field Trips, Policy # 4340.

### **11.5 Parish/School Sponsored Groups and Clubs (AoD Policy 2700)**

At the approval of the Pastor and/or Principal/Preschool Director, the Parish/School may sponsor, or charter groups or clubs to enrich the Parish/School program and enhance the Catholic educational experience of the students of its school. These clubs may be led by approved volunteers (reference Background Investigations, Policy #3140). They may also be affiliated with non-Parish/School organizations.

The decision for a Parish/School to sponsor a group/club or to charter or affiliate with non-Parish/School organizations falls under the authority of the Pastor and/or Principal who

must weigh the risks this affiliation could present to their Parish/School. Ultimately, all groups or clubs at the School must advance the Catholic mission of the Parish/School and never serve to contradict the Church's mission or teachings.

**Requirements for Parish/School Sponsored Groups and Clubs** All groups or clubs that are supported by the Pastor and/or Principal and are offered to students of the Parish/School must adhere to the following requirements:

- All leaders of Parish/School sponsored clubs must adhere to the Code of Conduct of the Archdiocese of Denver, specifically:
  - Leaders must have a positive and supportive attitude toward the Catholic Church, her teachings, and her work.
  - Leaders must refrain from approving, promoting, or engaging in any conduct or lifestyle considered to be in contradiction with Catholic doctrine or morals.
  - Leaders must promote the dignity of the human person and expressions of human sexuality that accord with the natural law, and therefore with Catholic teaching.
- All members of the groups and clubs must:
  - Have a positive and supportive attitude toward the Catholic Church, her teachings, and her work.
  - Refrain from conduct or lifestyle considered to be in contradiction with Catholic doctrine or morals.
  - Respect their own personal dignity and that of others.

### **11.6 Use of School Facility by Outside Agencies (AoD Policy 5070)**

Blessed Sacrament Catholic Church and school activities will be given priority over other entities using the facilities. All outside agencies will engage in a contractual arrangement with Blessed Sacrament Catholic Church; arrangements can be made through the Business Manager. All Blessed Sacrament Catholic School activities will be scheduled in advance and approved by the principal. Building use forms can be obtained in the Main Office. Building use will be placed on the activities calendar located on the share drive.

Archdiocesan Policy 5070 requires a certificate of Insurance for the following:

- All outside agencies
- State Department Officials of Community Service Programs
- Organizations rentals for specific events
- Individual families
- Girl Scouts, Knights of Columbus, American Legion, or other similar organizations

- Sports teams on non-parish sponsored sport classes
- Rides, booths and amusement companies
- Snow removal services
- Caterers and food services
- People or organizations with long-term leases

## **12. Parent Engagement**

It is our desire to help your children grow spiritually and academically. God-given talents are encouraged and appreciated. Your support of our school and classroom rules provide stability in your child's life.

### **12.1 Parental Attitude towards School Work**

Parents are to be informed on a regular basis of their student's progress. In grades K-5, classwork and homework papers are sent home daily. We highly encourage you to do the following:

- Provide your children with a place to do homework.
- Encourage them to do their work, but do not do their work for them.
- Teach your child to accept responsibility for the choices he/she makes, should your child fail an assignment or test, due to lack of preparation or effort.

### **12.2 Training for Transportation Providers for Field Trips**

A Defensive Driver online certification must be completed by all employees or volunteers who will be driving either parish/school/ecclesiastical organization-owned vehicles or their own vehicles on behalf of the parish/school/ecclesiastical organization including field trips. This Defensive Driver certification **must be renewed every five years**. This course is free of charge.

**Please see APPENDIX K for instructions for taking the online course.**

Many of Blessed Sacrament Catholic School's field trips require volunteer parent/guardian drivers to transport the children in personal vehicles. A current, signed Volunteer Driver Agreement must be on file in the school office before the parent can participate. Eligible drivers must hold a valid Colorado Driver's License and liability insurance that meets the minimum required by the State of Colorado.

Each time a volunteer drives for a field trip, he/she must present their driver's license and insurance cards to the school office for verification. The vehicle in which the students are being transported must have a seat belt for every child. The driver must not have been



convicted of, or pleaded guilty to, driving under the influence of alcohol, driving while ability-impaired, or driving in a reckless manner. Verification of license and insurance are required.

Additionally, confirmation of certification of completion of “*Called to Protect*®” by Praesidium training is required of all volunteer drivers. Volunteer drivers are also responsible for supervision of students while at the field trip site. Non-scheduled stops may not be made when going to or returning from the field trip (e.g., fast food restaurants, bank, etc.). If your child arrives late and has missed the departure for the field trip, the parent will assume the responsibility for transporting their own child to the field trip location and locating staff to sign the child in (even if the child has a walking permission slip) or the child will be kept at school until the class returns from the field trip.

### **12.3 Volunteering - Acts of Service**

Parents/guardians of students at Blessed Sacrament Catholic School are asked to offer either **25 hours of service/volunteering to the school during the year (per two-parent family) or 12.5 hours (per one-parent family)**. Blessed Sacrament Catholic School welcomes any contributions of time and special talent. See **APPENDIX K** for requirements and opportunities for volunteering.

#### **Volunteer Requirements:**

Before any parents may serve as a volunteer, they must complete all necessary paperwork.

#### **Volunteer Background Investigations (AoD Policy 3140)**

- All regularly scheduled school volunteers are subject to a background investigation prior to the date they begin to volunteer their time
- Each volunteer shall complete a volunteer application and an authorization to obtain a criminal background check
- All volunteers will be required to produce their date of birth and/or Social Security number for the purpose of conducting this background check through the approved vendors.

#### ***Called to Protect*™ Safe Environment Training**

As part of the Archdiocese of Denver, Blessed Sacrament Catholic School requires that all parents take the Safe Environment Training. Safe Environment sessions are offered to assist all adults—specifically those who work with children—in preventing harm to young people in our care. This program continually seeks to incorporate the most useful developments in the field of child protection.

This training is required of every person working or volunteering, including parents/guardians, in ***any capacity*** at Blessed Sacrament Catholic School.

The class consists of a single, workshop-style session which lasts 1.5 to 2 hours. The course is good for 5 years from the date it is originally taken. There is no cost to the individual to obtain this training.

A list of current area training sessions can be found online at:  
**<http://archden.org/child-protection/safe-environment-training/>**

Once training is completed, a copy of the training certificate should be submitted to the school office to be maintained on file. This training certification must be renewed every five (5) years

This class needs to be completed online and is valid for 5 years. The link for this class is: <http://firstnetcampus.com/kaw/entities/archden/login.htm>. Please print your certificate after completing the class and bring it to the school office.

### **Defensive Driver**

Drivers must complete an online Defensive Driver course annually and provide a copy of their driver's license and proof of valid insurance to be kept on file in the school office annually. This course must be taken by employees or volunteers who will be driving either parish/school/ecclesiastical organization-owned vehicles or their own vehicles on behalf of the parish/school/ecclesiastical organization. Defensive Driver certification must be renewed ***every year (Appendix D)***.

## **12.4 Parent Organizations**

### **School Advisory Council (SAC)**

The SAC supports the Pastor and Principal in accomplishing the mission of Blessed Sacrament Catholic School by providing guidance and establishing short and long-term goals for strategic planning and development for the school.

### **Middle School Advisory Council (MAC)**

The MAC supports the Pastor and Principal in supporting, strengthening, and recruiting students to the middle school program.

### **Parent-Teacher Association (PTA)**

The Blessed Sacrament Catholic School PTA provides financial and volunteer support to the school. By actively raising money for the school, we are able to provide our faculty with the best tools available to teach and, therefore, allow our children to become the beneficiaries of a quality education.

The PTA is an organization of all parents and guardians, which serves as a forum for the sharing of ideas and discussion of school-related issues, encourages parental participation, and provides both financial and volunteer support to the educational process at Blessed Sacrament Catholic School. In addition to the coordination of all parent volunteers, the PTA also works to direct fundraising goals.

The PTA strives to create a strong community through family and parent events on a regular schedule. There are special educational speakers for parents, cultural programs for children, teacher and volunteer appreciation events and much more throughout each year.

## **12.5 Fundraising (AoD Policy 5040)**

Blessed Sacrament Catholic School asks that all families support our school and students via fundraising, volunteer hours, and auction donations that are tracked annually from August - June.

Fundraising Goals: \$450 per family/\$250 per new or single-parent family.\*

\*Equivalent to \$40/\$30 per month of school year.

Fundraising opportunities include but are not limited to:

- Collecting Donations for the Race for Education
- Participating in a donation to The Big Event Dinner, Dance and Auction
- Contributing to the Teacher's Christmas Gift Fund

No organization may promote a fundraising project in Blessed Sacrament's name without prior approval of the Principal/Preschool Director and Pastor.

### **Fundraising Revenue AoD Policy (5050)**

All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. Those funds shall be disbursed by the school in approved procedure for purchasing and disbursements.

These fundraising revenues are monitored and administered by the Principal/director and Pastor in parish preschools and elementary schools and by the Principal and Superintendent in Archdiocesan high schools.

Unless previously designated and approved by the Principal/director and Pastor/Superintendent, all funds raised on behalf of the school or its activities associations are ultimately used at the discretion of the Principal, director, Pastor and Superintendent.

The Pastor must have his signature on any account. Bank statements must be mailed to the Pastor for parish schools and to the Principal for archdiocesan high schools who shall review them and pass them along to the appropriate individual for reconciliation.

This policy should be disseminated to the appropriate officers, associations and activity groups.

### **Fundraising/School Volunteer Hours (AoD Policy 5090)**

At all times schools will comply with the Internal Revenue Service (IRS) guidelines that address fundraising and volunteer hours.

- Schools may not impose fines for volunteer hours not completed by parents or accept payment in lieu of volunteer hours.
- Schools may neither require nor allow parents to work in lieu of tuition.

- Schools may not impose fines for fundraising obligations not met by parents.
- Schools may require that parents purchase a reasonable amount of Scrip Certificate



## **Preschool & Before-and-After School Program (Falcon's Nest) Updated August, 2018**

***Please familiarize yourself with all sections of the Parent-Student Handbook preceding this section.***

### **Sign In/Out**

It is required by the Blessed Sacrament Catholic School and the Colorado Department of Social Services that only parents and authorized persons (18 years and older) sign their children in and out each day. **It is not acceptable for children to sign themselves in and out.**

### **Late Pick Up**

Children are supervised at the Blessed Sacrament Catholic School until 6:00 p.m. If the Blessed Sacrament Catholic School is not contacted and your child is still present at 6:00pm, we will contact other individuals and emergency contacts authorized to pick up your child. In the event that no one can be reached by 6:30 p.m., Social Services will be contacted.

### **Late Pick Up Charge**

Late pick-up is stressful for the child and staff. Please call if you anticipate being late. A late fee of \$1.00 per minute will be enforced after 6:00 p.m. This fee will be billed on your monthly Falcon's Nest bill. Repeated violation of this policy may result in the child's dismissal from the program.

### **Location of Children**

Staff supervise children at all times and practice frequent "counting" to make sure classes stay together. Please call the school office if you child will not be in attendance. Attendance is taken each day and staff will make phone calls to account for all children. When restrooms are not located immediately adjacent to the childcare room, a staff member will accompany children. Any time the group is away from the school, parents will be provided a written agenda of the field trip.

### **Closing Procedures**

Before a staff member closes the building, all rooms including bathrooms that the school utilizes will be searched to ensure no child is left in the building or playground. The staff will review the sign in and out sheets to assure that an authorized individual signs out all children

that were signed in. If there are any questions in these procedures, staff will call the parent/guardian first and then proceed with authorized pickups to assure the safety and well-being of the child.

### **Policy Regarding Discussions Concerning Minor Children, Parents, or Guardians with Third Parties**

Discussion concerning any child, parent, or guardian with any third party will only be allowed with those individuals with whom authorization for release of the child (pick up) has been given on the Emergency Contact Form.

Discussion concerning any child, parent or guardian with any third party not authorized on the Emergency Contact Form will occur only with a member of the Blessed Sacrament Catholic School administration present.

### **Prevention of Child Abuse**

The Blessed Sacrament Catholic School is committed to a vigilant effort to safeguard and enhance the lives of young persons entrusted to our care. Every reasonable effort is made to reduce risks to children. Staff are trained, supervised and evaluated in the prevention of child abuse. As current information about child abuse demonstrates, there are no documented procedures to eliminate this risk. Nevertheless, the growing body of information about the nature, prevalence and effects of child abuse has created an enhanced awareness for childcare providers, families and the general community. The Blessed Sacrament Catholic School has a detailed training and reporting program as outlined by the Archdiocese of Denver.

### **Reporting of Child Abuse**

Blessed Sacrament Catholic School preschool program is a licensed program. The Blessed Sacrament Catholic School is mandated to report any suspicion of child abuse to Social Services.

If you believe that your child has been abused, you should seek immediate assistance from your county Department of Social Services. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

The telephone number to report abuse is: Denver County Hotline: 720-944-3000.

### **Diapering/Toilet Training**

Unless there is a special need, children need to be toilet-trained prior to starting the school year.

Blessed Sacrament is considered a preschool therefore we are not equipped for toilet training. When you enroll in Blessed Sacrament Preschool your child must be completely toilet trained, this includes both toilet and BM's. The children must be in underwear and not in diapers, training pants or pull-ups. It is helpful that your child is in clothing that they are able to remove on their own to be even more successful.

### **Immunization (AoD Policy 2080)**

Immunizations must be up to date and recorded as specific on the certificate of immunizations or alternate certificate of immunization as supplied and approved by the Colorado Department of Public Health and Environment. Colorado law requires that proof of immunization be provided prior to the first day of school. Parents can approve their child's immunization record on the Colorado State system and approved school personnel can retrieve the certificate for you.

### **Medication (AoD Policy 2240)**

- Staff may administer prescription and non-prescription medication to you(r) children. The following procedures must be followed:
- A Release for Administering Medication Form must be completed and signed by the parent.
- The parent must deliver medication to the school (please do not send along with children). ***Additional medication is required if your child will attend Fledglings or Falcon's Nest***
- **The prescription label and doctor's statement must include the date, name of drug, name of child, name of doctor, dosage and times of administration. These instructions must be clearly written.**
- Medication will be stored in a closed, locked container if it is a controlled substance. All other medications especially emergency medication will be with the teacher at all times.
- As of January 1, 2003, all childcare staff designated by the nurse consultant to give medications must complete the 4-hour Archdiocese approved medication administration training and have a current first aid and universal precautions training. The Blessed Sacrament Catholic School is in compliance with the Nurse Practice act.
- If a student has a condition that might require medication on an emergency basis, the student's family shall provide all necessary information, including the written order of the physician, and training or instruction to the school personnel who might be responsible for administering such medication or carrying out such medical procedures.

### **Allergies**

The school administration is required to advise parents that the school cannot guarantee an allergy-free environment. Parents of children with severe allergies or other conditions requiring medications are to sign the Medical Release Form (**APPENDIX B**) and that form is to be maintained on file at the school.

### **Sunscreen**

Recent changes to the Colorado Department of Human Services Rules and Regulations for Early Childhood Centers, Office of Early Childhood, highlights the importance of using sun protection. To ensure the health and safety of all the children, Blessed Sacrament Catholic Preschool and Falcon's Nest has complied with Child Care Licensing rule 7.702.52. Each family should provide sunscreen for their child or approve our sunscreen that we supply. All bottles must be labeled with the child's name. Staff will supervise application of sunscreen.

Parents should communicate to their child's teacher if their child burns easily. It is suggested that an extra shirt and hat be sent to school to be worn by a child, if this is the case. General guidelines: Greaseless/Moisturizing/Fragrance Free /Hypoallergenic/Non-Comedogenic. FREE OF: Fragrance, Gluten, Nut Oil, PABA, Carbohydrates, Casein, Corn Products, Sugars, & Soy.

#### Activite Ingredients

Avobenzone..... 3.0%, Homosalate..... 10.0%, Octisalate..... 5.0%,  
Octocrylene..... 10.0%

#### Inactive Ingredients

Acrylates/C10-30 Alkyl Acrylate Crosspolymer, Benzyl Alcohol, Caprylic/Capric Triglyceride, Chlorphenesin, Diethylhexyl, Syringyldenemalonate, Disodium EDTA, Ethylhexyl Palmitate, Oleth-3, Polyamide-8, Sodium Ascorbyl Phosphate, Sorbitol, Tocopherol, Triethanolamine, Water.

### **Financial Assistance**

Tuition credits are available to P4 families who qualify for the Denver Preschool Program (DPP). Payment of these credits is made directly to Blessed Sacrament Catholic School. The credit will be used to reduce the balance in your tuition account. Contact DPP for information and an application.

### **Receipts and Tax Information**

Receipts are available after making payment and should be kept for families' records. Statements are available upon request or on *Sycamore Education*.

### **Movie and TV Policy**

Movies and some television programs may be shown occasionally. They will be offered to children as an option and will be a G rating. This option will be offered during extreme weather when it is unsafe for the children to play outdoors and/or for educational purposes.

### **Snacks**

During the school year, a morning and afternoon snack time will be taken. Please provide a snack for your child. If your child attends Fledglings or Falcon's Nest please include an additional snack. **Make sure that staff is aware of any food allergies your child may have.**

### **Weather**

All children need to be prepared to go outside on a daily basis. Please send appropriate clothing for your child, e.g. snow boots, gloves, mittens, hats, jackets, and sunscreen. During hot weather, water is available at all times. Some activities are planned in the shade or indoors. The children will not go out in extreme temperatures. There will be appropriate activities planned.

### **Discipline**



- Children will be encouraged at all times and re-directed if necessary.
- Responsible behavior will be recognized.
- Self-esteem will be built through positive interaction.
- We will cultivate positive child, staff and family relationships.
- Create and maintain a socially and emotionally respectful early learning and care environment.

The Blessed Sacrament Catholic School will not permit corporal or physical punishment against a child. While caring for a child, staff must be free of physical and psychological conditions that might adversely affect the children's physical and mental health.

### **Disruptive Behavior**

Occasionally it becomes necessary to inform parents of disruptive behavior that is above and beyond the typically expected range. In an event such as this, a behavior report (Parent Communication) is written and submitted to the Principal. A copy is given to the parent along with some discussion from the staff regarding the child's behavior. In cases where a child receives two behavior reports, a conference will be scheduled to discuss the child's continued participation in the program. In some cases, it becomes necessary to dismiss a child from the program. If this occurs, parents will be asked to find alternative care immediately. No child will be dismissed without the benefit of a conference between parent and staff first.

### **Babysitting**

The Blessed Sacrament Catholic School staff and volunteers are not hired to babysit. Parents are asked to please assist us by NOT requesting staff on school time, the staff babysits.

### **Illness**

Blessed Sacrament Catholic School will use the Recommended Minimum Periods of Exclusion to exclude children and educators and inform parents of exclusion and non-exclusion periods for infectious diseases. We will minimize the spread of potential infectious diseases between children, other children and educators by excluding children who may have an infectious disease or are too ill to attend school, and facilitating the prevention and effective management of acute illness in children.

If a child is found to have symptoms that could potentially be an infectious disease or is too sick to participate in school activities, notification of the child's parents or emergency contacts will occur immediately.

If there is an occasion that we have a break-out of an infectious disease that needs reporting to the state, the Administration at Blessed Sacrament Catholic School is responsible for notifying the Department of Public Health.

Children might be brought to school with symptoms or signs of illness, or while in school suddenly develop an illness that has not been diagnosed by a doctor which might be potentially infectious or potentially life-threatening for the child. Symptoms may not clearly fit those listed in exclusion diseases making it difficult for the school to decide whether to accept or exclude the child from the school. Many illnesses, while not fitting exclusion criteria, can transmit the disease to other children in school, and many non-exclusion diseases can make a child too ill to participate in normal school activities. Blessed Sacrament will exclude children who are suspected of having an infectious illness until they get a doctor's note saying it is appropriate for them to return.

Below is a list of infectious diseases including a list of reasons to keep sick children at home. Parents should refer to this list in the event their child becomes sick. Blessed Sacrament School will notify a parent to come pick up a sick child as soon as school staff sees these symptoms of infectious diseases. Parents should inform the teacher of recent immunizations in order to be on the look-out for reactions. Please keep your child home if any of the below symptoms are present:

Diarrhea  
Fever of "101" and above  
"Flu-Like" Symptoms  
Severe Coughing  
Rash with Fever  
Vomiting

### **Approved Pickup for Preschool and Falcon's Nest**

Children will only be released at pick up to adults that have been documented on the pickup list located on the Emergency Form. If staff does not recognize any adult picking up the child, they will have to provide State ID or Driver's License. If the person is not on the pickup list, staff will call parents of said child for verbal permission for the first time. All subsequent times requires the parent to add the undocumented adult to the approved pickup list.

### **Personal Belongings**

Blessed Sacrament Catholic Preschool discourages children from bringing personal toys, electronic toys, weapons and weapon facsimiles to school. These items should be left at home and Blessed Sacrament Catholic Preschool is not responsible for the loss or theft of these items.

### **Parent Involvement**

Blessed Sacrament Catholic School recognizes and values parental support in our program. Daily communication with staff is very important. Donations of supplies for our classrooms are greatly appreciated.

### **Parent-Teacher Conferences**

Conferences will be held twice a year: once in the Fall and once in late Winter/early Spring to discuss progress and behavior. Teachers welcome individual conferences if the need arises.

**Visitors**

Parents/guardians are always welcome and visits do not need to be announced or arranged in advance. However, the observing parent/guardian must be listed on the child's authorization card in order to have access to the classroom. Any visitor entering the Blessed Sacrament Catholic School is required to sign in. A visitor will sign the "Visitor Register", write their name, date, purpose of visit at the office, as well as show identification.

**Social Services**

Blessed Sacrament Catholic School works in conjunction with the Colorado Department of Human Services, Division of Child Care. One of the functions of this department is to monitor childcare centers. The Blessed Sacrament Catholic School Preschool, Falcon's Nest Before and After School Program are licensed with the State of Colorado.

Colorado Department of Human Services  
1575 Sherman Street  
Denver, Co 80203-1714  
(303) 866-5958

For more information on specific regulations, please contact the Preschool Director, 303-377-8835.

# APPENDICES

A	Annual Asbestos Management Plan Letter
B	Archdiocese Medical Release Form
C	Authorization to Administer Medication
D	Defensive Driving Online Course
E	Dress Code Policy
F	In-school Use of Internet and Email Acceptable Use Policy
G	Chromebook Agreement
H	Internet Use Agreement
I	Sunscreen Agreement
J	Infectious Disease Policy Recommended Minimum Periods of Exclusion
K	Parent Volunteer Procedure
L	Parent/Student School Policy & Procedure Agreement

## APPENDIX A

### Annual Asbestos Management Plan Letter



August, 2019

Dear Parents and Guardians,

This is the annual required letter to inform our families that the Asbestos Hazard Emergency Response Management Plan is in place and is available for review in our school office. The management plan contains that locations and descriptions of all known asbestos-containing building materials in our school.

Regular inspections are conducted to assure that school buildings continue to meet safety requirements.

Please contact me at (303) 377-8835 for more information or to arrange an appointment for review of the plan.

Sincerely,



Dr. Carla Dire Capstick  
Principal

# APPENDIX B

## Archdiocese of Denver Medical Release Form

ARCHDIOCESE OF DENVER CATHOLIC SCHOOLS

APPENDIX I

### Licensed Authorized Prescribing Practitioner Authorization to Administer Medication in School

Reference: Policy # 2240

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Medication \_\_\_\_\_

Dosage \_\_\_\_\_

To be given at the following time(s) \_\_\_\_\_

Special Instructions \_\_\_\_\_

~~Medical~~  
Purpose of Medication \_\_\_\_\_

Side effects that need to be reported \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Signature of Licensed Authorized Prescribing Practitioner

Printed Name of Licensed Authorized Prescribing Practitioner

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

If a child has a condition that might require medication on an emergency basis (e.g., in the case of a child's allergic reaction, asthma attack, etc.), the child's parent or legal guardian must provide all necessary information and training or instruction to the designated staff members who might be responsible for administering such medication or carrying out such medical procedures.

## APPENDIX C

### Authorization to Administer Medication(s)

**Please copy or tear out and fill in the requested information and sign as directed. Return to your child's homeroom teacher.**

Child's Name/Birth Date:

Name/Contact Information for Parent/Guardian:

Parents/guardians are requested to be present to administer any necessary medication/s to their children whenever possible.

If a child has a condition that might require medication on an emergency basis (e.g. allergic reactions, asthma, etc.), the child's parent/legal guardian must provide all necessary information, training and/or instructions to the Teacher/Principal/Staff Member who might be responsible for administering such medication or carrying out such medical procedures.

Written instructions from the child's physician must be provided and must state the following:

1. The child's name
2. The name of the medication
3. The proper dosage of the medication
4. The purpose of the medication
5. The time of day/circumstances in which the medication is to be administered
6. The anticipated number of days the medication must be administered
7. Any possible side effects of the medication

Any medication must be brought in a container and appropriately labeled by the pharmacy or the child's physician.

I certify that the above conditions have been met in their entirety. I hereby authorize any on-duty Teacher/Principal/Staff Member to administer medication to my child according to the written instructions of the child's physician.

I release The Archdiocese of Denver and any Teacher/Principal/Staff Member from liability for any adverse reaction suffered by my child as a result of the administration of medication to my child in accordance with the written instructions of the child's physician. I agree to indemnify The Archdiocese of Denver and any Teacher/Principal/Staff Member for any medical expenses, legal expenses or liability related to any adverse reaction suffered by my child as a result of the administration of medication to my child in accordance with the written instructions of the child's physician.

I have carefully read this Authorization to Administer Medication, and I understand and agree to each of the covenants and conditions set forth above. This Authorization to Administer Medication is effective for \_\_\_\_\_ [state the relevant time period, such as one day, one week, up to one year for chronic conditions], unless earlier revoked.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

## APPENDIX D

### Defensive Driver Online Training Course Instructions (Must be renewed every 3 years)



## ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST  
1300 S. Steele St. • Denver, CO 80210 (303) 715-3150 • Fax (303) 715-2041

### Online Training Directions

<http://firstnetcampus.com/kaw/entities/archden/login.htm>

1. Once you follow the link to the site, **BOOKMARK THE PAGE** so you can go back to it anytime you want.
2. After reviewing the course information, you'll need to register to take any classes by creating a username and password.
  - Under the "Student Login" area on the right side of the page, click on the "Register Here" link under "First Time Users." This will take you to a Registration screen.
  - Once there, complete the form to register. Your username should be the first initial of your first name followed by your last name. For example, if your name is John Smith, your username should be J. Smith. You may create your own password.
3. **IMPORTANT!** Please be sure you correctly input your **LOCATION** (for example, Light of the World, OR John Paul II Center) and the correct address. This is how we will be tracking and giving credit to anyone taking a course online. *If you do not input this information correctly, you may not get proper credit for faking the course.*
4. After you've registered, you'll come to a page that lists the courses available. Just click on the one you wish to take, and off you go! If you are not able to complete the course and have to leave before you're finished, remember to **Bookmark** that page so you can come back to it without losing what you've already done.
5. You must have an **80%** or better to successfully complete the course. You will not be given credit for that course until you have completed it successfully.

Please read the FAQ on the site for common questions and issues you may have.



## APPENDIX E

### Dress Code Policy

#### Blessed Sacrament Catholic School K-8 Dress Code 2019 - 2020 School Year

<b>Kindergarten-5<sup>th</sup> Grade</b>	<b>Kindergarten-5<sup>th</sup> Grade</b>
<b>Boys:</b>	<b>Girls:</b>
<ul style="list-style-type: none"> <li>• Navy blue pants/navy blue shorts</li> <li>• Field Trips/Mass days: white polo shirt with logo, navy sweater vest with logo (Aug-May), and uniform pants</li> <li>• Normal days: red or white polo shirt with logo</li> <li>• Brown or black leather belt* *Students in grades Kindergarten and 1st are not required to wear belts.</li> <li>• White, black or navy socks</li> <li>• Friday uniform: Spirit wear tops or logo polo shirts, and uniform pants.</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue pants/navy blue shorts</li> <li>• Plaid jumper</li> <li>• Plaid skirt</li> <li>• Field Trips/Mass days: white polo shirt with logo, navy cardigan with logo (Aug-May), and plaid skirt</li> <li>• Normal days: red or white polo shirt with logo</li> <li>• Brown or black leather belt* *Students in grades Kindergarten and 1st are not required to wear belts.</li> <li>• Navy tights or leggings (full length – no capris)</li> <li>• White, black or navy socks</li> <li>• Friday uniform: Spirit wear tops or logo polo shirts, and uniform pants.</li> </ul>
<b>6<sup>th</sup>-8<sup>th</sup> Grade</b>	<b>6<sup>th</sup>-8<sup>th</sup> Grade</b>
<b>Boys:</b>	<b>Girls:</b>
<ul style="list-style-type: none"> <li>• Khaki pants/khaki shorts</li> <li>• Field Trips/Mass days: white polo shirt with logo, navy sweater vest with logo (Aug-May), and uniform pants</li> <li>• Normal days: navy blue or white polo shirt with logo</li> <li>• Brown or black leather belt</li> <li>• White, black or navy socks</li> <li>• Friday uniform: Spirit wear tops or logo polo shirts, and uniform pants.</li> </ul>	<ul style="list-style-type: none"> <li>• Khaki pants/khaki shorts</li> <li>• Plaid skirt</li> <li>• Field Trips/Mass days: white polo shirt with logo, navy cardigan with logo (Aug-May), and plaid skirt</li> <li>• Normal days: navy blue or white polo shirt with logo</li> <li>• Navy tights or leggings</li> <li>• White, black or navy socks</li> <li>• Friday uniform: Spirit wear tops or logo polo shirts, and uniform pants.</li> </ul>

#### Uniforms can be purchased at Dennis Uniform online or in the store:

8600 Park Meadows Drive # 700, Lone Tree, CO 80124, Phone (303) 738-2255

<https://www.dennisuniform.com/ONLStore/d-store-home.asp?sc=C14&dis=24574723>

#### Special or “Dressy” Dress Days

On “Special Dress Days,” students may wear appropriate pants, skirts or dresses of their choosing. Skirts and dresses must be no shorter than two inches above the knee. Bare backs, tank tops, spaghetti straps, low-cut shirts, and midriffs are never appropriate on school grounds. Denim jeans are not permitted on Special Dress Days. High heels no higher than 2 inches and dressy sandals are permitted on these days only.

## Accessories

- **SHOES** must tie, buckle or fit securely on the feet. Athletic shoes or Mary Jane style shoes are acceptable. Clogs, mules, platforms, open toes, sandals (including flip flop styles), and high heels are not to be worn. Ballet-style flats are acceptable only if they fit securely. Heelies-styled shoes are not permitted on the school grounds. Crocs-style shoes are acceptable **ONLY** on RELAXED DRESS days, if heel straps are in place.
- **GYM SHOES** are required for PE class for ALL STUDENTS. Gym shoes must have non-marking soles.
- **SNOW BOOTS** are only appropriate before and after school. If weather requires snow boots to be worn, a second pair of appropriate shoes should be sent with the student to change into during the school day.
- **FASHION BOOTS** will be allowed only November 1 – March 31.
- **SOCKS/TIGHTS** must be worn and should be **NAVY BLUE or WHITE ONLY**. Tights or knee-highs should be worn with skirts. NO DESIGNS are to be on socks or tights.
- **BELTS** with buckles must be worn if the pants or shorts have belt loops, and shirts must be tucked in. The belts should be solid dark leather in black, dark brown, or dark navy with no embellishments, patterns or braiding. NOTE: Students in grades Kindergarten and 1st are not required to wear belts.
- **JEWELRY** should be kept to a minimum for regular school days. Long or dangling earrings, or earrings that protrude from the earlobe are dangerous for recess and P.E. and are not allowed at school. Only post-style, stud earrings are acceptable.
- **HEADBANDS, BARRETTES, PONYTAIL HOLDERS, ETC.** should be limited to school colors except on Relaxed Dress Days.  
**MAKE-UP** should be kept to a minimum. Light powder and lip gloss are acceptable, but heavy eye make-up is not allowed. Hair dye is never permitted.
- **HATS** are never to be worn in the building during regular school hours.
- **UNDERSHIRTS** must be white and not visible. They should be tucked in and not hanging out underneath uniform shirts.
- **HAIR** should be worn in a way that doesn't call too much attention or cause a distraction. It should be clean and well-groomed at all times. Fad haircuts (fades, words or designs shaved into hairstyle, tails, etc.) are not permitted.

## Violation of Uniform Policy

Students are expected to take pride in being members of the Blessed Sacrament Catholic School community, by adhering to the uniform policy.

The K-8 students of Blessed Sacrament Catholic School have the honor of wearing a uniform to school. The uniform is an outward sign to the community that signifies how highly valued education is to the parents and students of our school. By wearing uniforms, less importance is given to one's exterior and allows students to develop one's deeper gifts. Students should wear the uniform with pride and respect. All clothing should be clean, properly fitted and in good repair (no

holes, fraying, or stains). Preschool students are not required to wear uniforms, but should adhere to the guidelines for appropriate clothing as described in the Preschool Handbook.

Parents/Guardians are expected to monitor their students dress to ensure cooperation with the school uniform policy. Parents/Guardians will be notified immediately of any violation and their child will be sent home from school if the problems are repeated. All students will wear uniforms from the first day of school until the close of the school year. Notices of exceptions to this rule will be sent in advance. While there are many dress regulations, the overriding consideration must be common sense and appropriateness. Please refer to the current year's dress code information in the appendices for specific requirements

### **Used Uniform Store**

Used uniforms are for sale at school throughout the year for \$3.00 per non-logo item and \$5.00 per logo item. Sizes and specific items will vary based on availability. Donations of used uniforms which are clean and in good condition are always welcome. They may be dropped off anytime during the school year at the main school office.

## APPENDIX F

### In-School Use of Internet and Email Acceptable Use Policy

**Please review this policy with your student/s to ensure their cooperation and understanding; the signatures of both parents and students on the Parental Agreement of Support indicate your support of the internet policy for each student enrolled and will remain on file in the school office.**

Blessed Sacrament Catholic School offers Internet access to your child in the school setting; therefore it is incumbent upon the school's administration to issue a policy statement and require express parental/guardian permission for their student/s use of the Internet at school. Access to the Internet offers vast, diverse and unique resources that can promote educational opportunities to students as well as school personnel. However, as with all privileges, there are attendant responsibilities and expectations.

The educational value of appropriate information on the Internet is substantial. However, the Internet is composed of information provided by institutions and individuals all over the world and, thus, also includes information and materials that are not of educational value within the school setting. There is information which may be judged as inaccurate, abusive, profane, sexually oriented or illegal. The use of such inappropriate material will not be tolerated.

Blessed Sacrament Catholic School has taken precautions to monitor all Internet activity. Responsible use of the Internet by all students is required at ALL TIMES.

Internet access is available on computers that are in highly visible areas such as computer labs, classrooms and library areas. However, parents/guardians must be aware that direct supervision by school personnel may not always be possible. Thus, students are expected to use the resources in a manner consistent with school policy. Every student will be held responsible for the appropriate use of the Internet resources while at school.

Use of Blessed Sacrament Catholic School's Internet connection is a privilege, not a right. Inappropriate use will result in cancellation of those privileges. Before using the Internet, every student will learn about proper use of the Internet, become familiar with netiquette and become familiar with BSCS's *Internet Acceptable Use Policy*.

Proper and acceptable use of the Internet must be in support of education and academic research and consistent with the mission statement and belief statements of Blessed Sacrament Catholic School.

K-8 students are assigned a *Sycamore Education* username and password which will be used for communication with teachers regarding class work, grades and teacher-sponsored activities. Students who have personal e-mail accounts may use the school's internet and computer systems to access their accounts for purposes outlined below.

#### **Internet activities that are permitted and encouraged:**

- Investigation of topics being studied in school.

- Investigation of opportunities outside school related to community service, employment or further education.

**Email activities that are permitted and encouraged:**

- Retrieving homework for printing.
- Retrieving research done at home.

**Internet activities that are not permitted:**

- Searching for, viewing or retrieving materials not related to school work, community service, employment or further education (i.e., searching for and viewing sexually explicit material).
- Copying, saving, and redistributing copyrighted material (users are to assume all material is copyrighted unless explicitly noted).
- Subscription to any service or ordering of any goods or services
- Playing games or using other interactive sites such as “chat rooms” unless specifically assigned by the teacher
- To post items to student’s Facebook page.
- To post items to student’s Twitter accounts.
- Texting during school is not permitted.
- To use a handheld device during school for the purpose of twittering or posting to Facebook or texting.
- Any activity that violates a school rule or a local, state or federal law.

**Email activities that are not permitted:**

- To arrange a meeting with any person
- The use of inappropriate language, which includes vulgarity, obscenities, threats or suggestive statements, is strictly prohibited

If a student has any questions about whether a specific activity is permitted, s/he should ask a teacher or administrator. If a student accidentally accessed inappropriate material, s/he should back out of that information at once.

Violations of the terms of this agreement may result in suspension or revocation of a student’s access to the Internet at school. Any action taken by a student which is in violation of a school rule will be subject to the usual disciplinary actions. Parent and student signatures on the attached agreement are legally binding and the parties who signed have read the terms and conditions carefully and understand their significance.

## APPENDIX G

### Blessed Sacrament Catholic School Chromebook® Agreement 2019 - 2020

Blessed Sacrament Catholic School (BSCS) requires all middle school students to use their purchased Chromebook for school and home use. This document describes the terms of the loan agreement and our expectations regarding acceptable use of the Chromebook.

#### Acceptable Use

The student Chromebook is intended for educational use only. Our expectations are that students will utilize the devices at school and at home in a manner that is consistent with our Christian values, virtues, and all existing policies regarding the use of technology and the internet at BSCS. Rules regarding acceptable and unacceptable use are reviewed with our students at the start of the school year by the teachers, and reinforced throughout the year, but for purposes of this agreement, any use inconsistent with existing school policies or values are considered unacceptable, and may result in the student's use of the Chromebook at school being suspended temporarily or permanently.

#### Terms of Use at School

- Students retain ownership and responsibility for their Chromebook while at school. Families and students should consider:
  - Clearly marking the device with the child's name.
  - Purchasing and using a protective case for the device.
  - Discussing proper handling of the device to prevent breakage.
- BSCS will provide wireless internet access for educational purposes within the classroom upon student and family submission of student-signed Internet Use Policy.
- BSCS will provide printing capacity for every student through the use of the computer lab printers.
- Students may be subject to loss of privileges and/or disciplinary action in the event of intentionally violating BSCS policies and guidelines as outlined in the Internet Use Policy or the Information Technology Acceptable Use Policy.
- BSCS promotes the virtue of courage when students bring information of misuse forward to the attention of school staff and administration. While there may still be consequences for misuse, there will be stricter consequences if discovered by staff first.
- Appropriate use of the student Chromebook will be acknowledged.
- BSCS promotes the virtue of moderation. It is important that the student Chromebook is recognized as a learning tool and used in moderation and not be overused as to take away the focus of a student's activities, personal interactions with their peers and family members.

#### Chromebook Content Management

- **Accounts:** The parent will register the Chromebook with a personal Google [Gmail] address. The parent or student personal account will always be the same registrant. The student may sign in with his/her school email account secondary. While at school, students should only use their

school-issued bscs-denver.net email and google apps account.

- **Software Downloads:** The parent is responsible for managing the content downloads on the Chromebook.
- **Security:** BSCS contracts with an IT provider that uses high-quality firewalls and LAN whitelists to create secure internet use while on our school network. Additionally, bandwidth is controlled through the waddling method to control student internet use and traffic.

### **Chromebook Damage, Loss, or Theft**

- If the student's Chromebook malfunctions, the student and student's family are responsible for diagnosis and repair of the device.
- In the event of physical damage to the student's device, the student and student's family is responsible for the repair.
- Loss and theft are not covered by BSCS. If a student's Chromebook is believed to be stolen, BSCS staff should be alerted immediately to assess the situation.

### **Modifications to the Chromebook Program**

BSCS reserves the right to modify the program or the terms of internet use at any time.

### **Forgotten Devices**

In the event that a student has forgotten to bring his/her Chromebook to class, the student may not receive credit for classwork or homework not accessible because of the forgotten device. Consistent repetition of forgetting the device may result in other consequences as the school deems appropriate.

### **General Recommended Care of the Chromebook**

- Do not do anything to the device that will permanently alter it in any way.
- Minimizing the number of school-related photos and downloads will increase its performance.
- Never put weight on the device.
- Prevent the device from sliding off desks, and do not keep the device on the floor.
- Liquids, food, and other debris can damage the device. Avoid eating or drinking while using your Chromebook.
- Take care not to expose your device to extreme temperatures or direct sunlight for extended periods of time as this may damage your Chromebook.
- Never leave your device in a vehicle.
- Clean the screen periodically with a dry, soft, anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or the keyboard.

### **Confidentiality of Email and Other Data**

- School staff members may ask to inspect a student's Chromebook including all data on the device at any time while at school.
- All data, email transmissions, and any other transmitted data shall not be considered confidential and may be monitored at any time by staff.
- During school hours, students should only use their bscs-denver.net accounts.

### **Internet Access/Filtering and At-Home Internet Use**

BSCS networks are equipped with protections measures to help ensure students are as protected as reasonably possible from inappropriate online content while they are at school.

The school cannot guarantee that access to all inappropriate sites will be blocked. Students may accidentally or purposefully circumvent these precautions and restrictions; however, students have a separate internet login so our IT provider can monitor how many students are on the internet at any given time, monitor the IP addresses they are accessing, and monitor how individual students are using the internet and the bandwidth they are consuming.

Any device that accesses the internet poses a risk, however small, of exposure to graphic, controversial, or potentially dangerous content. Teachers actively monitor students while they are using their devices. They walk about the room and use proximity to thwart unwanted use as well as conduct device audits.

Educating students on the proper use of computer devices and the internet is most important. Teachers will conduct lessons about internet safety throughout the school year. BSCS does not provide internet access for home use. Parents need to provide at-home wireless internet access or create a plan as to how students will access the internet at home either on their own desktop computers, or at a location that provides Wi-Fi.

BSCS recommends that parents use normal vigilance with at-home student's use of the internet and follow these guidelines:

- Computer use should be in a common area in the house and not behind closed doors.
- There should be rules in place for at-home computer and internet use that are set by the parents.
- Parents should have on-going conversations with their child about safe internet practices.

### **Internet Acceptable Use Policy**

Students have read, signed, and agreed to follow the Information Technology Acceptable Use Policy at all times. The Information Technology Acceptable Use Policy is available on the school website.

### **End User License Agreement**

BSCS teachers, students, and parents/guardians are considered to be the End Users for all downloads installed on the student Chromebook.



## APPENDIX H

### Student and Parent/Guardian Chromebook School Use Agreement

2019-2020

*I have read, understand, and agree to follow all responsibilities as outlined in the Blessed Sacramento Catholic School Chromebook School Use Agreement.*

***Please Print:***

Student's Full Name: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Name 1:** \_\_\_\_\_

Parent Email: \_\_\_\_\_

Primary phone: \_\_\_\_\_

Secondary phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Name 2:** \_\_\_\_\_

Parent Email: \_\_\_\_\_

Primary phone: \_\_\_\_\_

Secondary phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX I

## Sunscreen Protection Agreement

Recent changes to the Colorado Department of Human Services Rules and Regulations for Early Childhood Centers, Office of Early Childhood, highlights the importance of using sun protection. To ensure the health and safety of all the children, Blessed Sacrament Catholic Preschool must immediately comply with Child Care Licensing rule 7.702.52 as stated below.

*The center must apply sunscreen, have a parent or guardian apply sunscreen, or use another form of parent or guardian approved sun protection for children prior to children going outside. Sunscreen must be reapplied as directed by the label.*

Your assistance during this implementation is appreciated. Please return the revised permission slip stating the expectations for parents and guardians to the director.

-----  
Child/Children's Name \_\_\_\_\_

As the parent or guardian of the above child/children, I recognize that increased exposure to sunlight may increase my child/children's risk for skin cancer later in life.

\_\_\_\_\_ (initial) I understand that I am expected to apply or use another form of sun protection for my child before entering the classroom. I will acknowledge this action by initialing the Sun Protection column on my child's sign in page.

If I am unable to supply a form of sun protection, I give my permission for Blessed Sacrament Catholic Preschool staff to apply Rocky Mountain Sunscreen (ingredients on the back) to my child, as specified below, when he or she will be playing outside. UV rays are most intense between the hours of 10:00am and 4:00pm.

In addition, sunscreen will be reapplied to exposed skin, including but not limited to the face, tops of ears, nose, bare shoulders, arms and legs.

I have checked all applicable information regarding the type and use of sunscreen for my child/children:

\_\_\_\_\_ YES - Staff may apply Rocky Mountain Sunscreen

\_\_\_\_\_ NO - Do not apply Rocky Mountain Sunscreen to my child. I will provide the preschool with appropriate sunscreen protection for my child.

\_\_\_\_\_  
Parent/Guardian Full Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Full Signature

\_\_\_\_\_  
Date

## **Broad Spectrum + Water Resistant (80 Minutes)**

Greaseless | Moisturizing | Fragrance Free | Hypoallergenic | Non-Comedogenic

FREE OF: Fragrance, Gluten, Nut Oil, PABA, Carbohydrates, Casein, Corn Products, Sugars, & Soy

### **ACTIVE INGREDIENTS**

Avobenzone..... 3.0%  
Homosalate..... 10.0%  
Octisalate..... 5.0%  
Octocrylene..... 10.0%

### **INACTIVE INGREDIENTS**

Acrylates/C10-30 Alkyl Acrylate Crosspolymer, Benzyl Alcohol,  
Caprylic/Capric Triglyceride, Chlorphenesin, Diethylhexyl  
Syringyldenemalonate, Disodium EDTA, Ethylhexyl Palmitate,  
Oleth-3, Polyamide-8, Sodium Ascorbyl Phosphate, Sorbitol, Tocopherol,  
Triethanolamine, Water.

## APPENDIX J

### Infectious Diseases Policy Recommended Minimum Periods of Exclusion

Disease (agent)	Incubation Period	Transmission	Contagious Period	Report to Public Health	Exclusion
Rabies (due to animal bite)  (Rabies virus)	8 days-6 years (usually 3-8 weeks)	Saliva of an infected animal	As long as symptoms are present	YES (24 hours for animal bites)	None for animal bites
Campylobacter  (Campylobacter bacteria)	1-10 days (usually 2-5 days)	Fecal-oral spread, contaminated food/water animals	While diarrhea is present; can spread for a few days after symptoms are gone	YES (7 days)	YES until 24 hours after the diarrhea resolves
Chickenpox (Varicella)  (Varicella-zoster virus)	10-21 days (usually 14-16 days)	Droplet/infectious discharges, skin contact	1-2 days before the rash appears until all the blisters have crusted over (usually days after onset)	YES (7 days)	YES until all blisters have formed scabs and crusted over
Common Cold  (a variety of viruses)	1-3 days (usually 48 hours)	Droplet/infectious discharges	1 day before symptom onset until 5 days after	None	None unless symptoms are severe
Croup	2-7 days	Droplet/infectious discharges	1 week before symptom onset to 1-3 weeks after symptoms	None	None unless symptoms are severe
Cryptosporidium  (Cryptosporidium parvum parasite)	1-12 days (usually 7 days)	Fecal-oral spread, contaminated food/water animals	While diarrhea is present; can spread for several weeks after symptoms are gone	YES (7 days)	YES until 24 hours after diarrhea resolves
E. coli O157:H7 and other Shiga Toxin-Producing E. coli (STEC)  (Escherichia coli bacteria)	1-10 days (usually 3-4 days)	Fecal-oral spread, contaminated food/water, animal	While diarrhea is present; can spread for 1-3 weeks after symptoms are gone	YES (7 days)	YES until diarrhea resolves
Fever of 101 degrees or above			Depends on illness	None	YES until fever is gone for 12 consecutive hours without fever-reducing medicine
Fifth Disease  (Human parvovirus B19)	4-21 days	Droplet/infectious discharges	1 week before rash appears	None	None, but notify the school of diagnosis due to risk to pregnant mothers

<b>Disease (agent)</b>	<b>Incubation Period</b>	<b>Transmission</b>	<b>Contagious Period</b>	<b>Report to Public Health</b>	<b>Exclusion</b>
Giardia (Giardia lamblia parasite)	1-3 weeks (usually 7-10 days)	Fecal-oral spread, contaminated food/water	While diarrhea is present; can spread for months after symptoms are gone	YES (7 days)	YES until 24 hours after diarrhea resolves
Hand, Foot, and Mouth Disease (strains of enteroviruses)	3-6 days	Droplet/infectious discharges, fecal-oral spread	During the first week of illness for respiratory droplets; virus can be present in stool 4-6 weeks	None	YES until open sores have scabbed over, and until mouth sores and drooling have improved
Head Lice (Pediculus humanaus, the head louse)	Nits hatch in 10-14 days; adults live 3-4 weeks	Direct contact with an infected person/object	As long as live lice are present	None	YES until after first treatment
Hepatitis A (Hepatitis A virus)	2-6 weeks (usually 4 weeks)	Fecal-oral spread, contaminated food/water	Most contagious 2 weeks before symptom onset and slightly contagious 1 week after jaundice onset	YES (24 hours)	YES until 1 week after symptom onset or jaundice
Hepatitis B (Hepatitis B virus)	2-6 months (usually 2-3 months)	Infective blood or body fluids, sexual transmission	Several weeks before symptom onset and throughout the illness, some people carry the virus for life	YES (7 days)	None
Hepatitis C (Hepatitis C virus)	2 weeks-6 months (usually 6-7 weeks)	Infective blood	1 or more weeks before symptom onset and as long as the virus is present in the blood which can be lifelong	YES (7 days)	None
Herpes (Cold Sores, Fever Blisters) (Herpes simplex virus)	2-12 days	Direct contact	As long as the sores are present	None	YES Dr. note needed to return
Impetigo (Streptococcal or staphylococcal bacteria)	7-10 days for Streptococcal; variable for Staphylococcal	Direct contact	Until treatment with antibiotics for at least 24 hours or lesions are no longer present	None	YES until 24 hours after antibiotic treatment
Influenza (Influenza virus)	1-4 days (usually 2 days)	Droplet/infectious discharges	From slightly before symptom onset to about day 3 of illness	YES (hospitalized cases or deaths in children <18 years-7 days)	YES until at least 24 hours after they no longer have a fever or signs of a fever

<b>Disease (agent)</b>	<b>Incubation Period</b>	<b>Transmission</b>	<b>Contagious Period</b>	<b>Report to Public Health</b>	<b>Exclusion</b>
Measles (Rubeola) (Measles virus)	7-21 days (usually 10-12 days)	Airborne/droplet/ infectious discharges	4 days before rash onset to 5 days after	YES (24 hours)	YES until 5 days after rash onset
Meningitis (Bacterial) (Bacteria such as Neisseria meningitidis [meningococcal], Haemophilus influenzae [H.flu], Streptococcus pneumoniae [pneumococcal])	Depends on the agent (usually 1-10 days)	Droplet/infectious discharges	Until completing 24 hours of antibiotic treatment	YES (24 hours for meningococcal and H.flu; 7 days for pneumococcal)	YES until 24 hours after treatment
Meningitis (Viral) (several different viruses)	Depends on agents	Droplet/infectious discharges, fecal-oral spread	Depends on agent	None	None
Molluscum	2-7 weeks	Direct/indirect contact	As long as lesions are represent	None	YES until lesions are scabbed over
Mononucleosis (Epstein-Barr Virus)	4-6 weeks	Saliva	Up to a year after the initial infection	None	YES Dr. note needed to return
MRSA (Methicillin-resistant Staphylococcus aureus)	Variable	Skin contact or contaminated items	See CDPHE guidelines	YES (7 days)	YES Dr. note needed to return
Mumps (Mumps virus)	12-25 days (usually 16-18 days)	Droplet/infectious discharges, saliva	2 days before swelling onset to 5 days after	YES (7 days)	YES until 5 days after swelling onset
Norovirus & Viral Gastroenteritis (various viruses, such as norovirus)	Varies by virus (usually 1-2 days)	Fecal-oral spread, contaminated food/water	While diarrhea or vomiting is present and several days after symptoms are gone	None	YES until 48 hours after diarrhea and/or vomiting resolves

## **APPENDIX K**

### **PART 1**



#### **2019-2020 VOLUNTEER INFORMATION**

The Archdiocese of Denver Code of Conduct Manual states: "all volunteers of the Archdiocesan Ecclesiastical Organizations entrusted with the regular care and supervision of Minors or who may have regular contact with Minors are subject to the Code of Conduct". Subsequent policies and regulations are in place to ensure the safety, welfare, and care of minors in all ecclesiastical organizations in the Archdiocese of Denver. Blessed Sacrament Catholic School follows the requirements set forth by the Archdiocese of Denver Code of Conduct.

We have many volunteering opportunities for you to choose from such as reading in the classroom, helping out in the lunchroom, monitoring lunchtime recess, chaperoning dances, driving on field trips, and helping with PTSA activities. These are only a fraction of our volunteer opportunities; however they all have one thing in common which is that volunteering in any capacity requires the following documentation:

#### **SAFE ENVIRONMENT CLASS**

This class is offered at least once at our school each year, usually in September. The initial class takes about 2 hours to complete and is valid for 5 years. This class can also be taken at other locations in Denver. To register for the class, log on to: [www.archden.org/safe-environment-training-classes](http://www.archden.org/safe-environment-training-classes). An online refresher class is required after 5 years and takes 20 minutes to complete. You will need to call the office for your login and password for the refresher course.

#### **BACKGROUND CHECK (Now ONLINE)**

Once you have filled out the background check form, you will receive an email from [www.fastraxselect.com/default.aspx](http://www.fastraxselect.com/default.aspx) that will walk you through the background check process.

#### **CODE OF CONDUCT**

You will need to sign the back page acknowledging that you have received the Archdiocese of Denver's Code of Conduct, understand it's meaning, and agree to conduct yourself in conformity with the Code.

#### **VOLUNTEER DRIVER AGREEMENT**

The office will need a copy of your driver's license and proof of insurance ***each and every time you drive***. You will also need to sign the agreement indicating that you will adhere to good driving and safety regulations.

#### **DEFENSIVE DRIVING CLASS**

This class needs to be completed online and is valid for 5 years. The link for this class is: <http://firstnetcampus.com/kaw3/entities/archden/logon.htm>

#### **VOLUNTEER WORKER HOLD HARMLESS AGREEMENT**

Volunteers are covered, on a limited basis, by an Accident Policy for injuries which occur while volunteering. This policy will pay up to \$5,000 for medical expenses **NOT** covered by the volunteer's own Accident and Health Policy. It does **NOT** pay for lost wages or permanent disability.

Please complete these forms at least two weeks prior to the activity you plan on chaperoning. All certificates, forms, and paperwork ***MUST*** be turned in to the Main Office. Thank you for the time and energy you, as parents, give so willingly to our school. The staff and students greatly appreciate your volunteering efforts. If you have any questions, please contact the school office at 303-377-8835.

## **APPENDIX K**

### **PART 2**

#### **VOLUNTEER REQUIREMENTS**

##### ***Requirements for All Volunteers***

1. Safe Environment Class (on-line)
2. Background Check (on-line)
3. Code of Conduct
4. Volunteer Worker Hold Harmless Agreement

##### ***Additional Requirements for Volunteers Driving on Field Trips***

1. Requirements 1-4 from above
2. Volunteer Driving Agreement
3. Defensive Driving Class (on-line)
4. Copy of a Current Driver's License
5. Copy of Current Car Insurance

## **APPENDIX K**

### **PART 3**

#### **Volunteering - Acts of Service**

Parents/guardians of students at Blessed Sacrament Catholic School are asked to offer either **25 hours of service/volunteering to the school during the year (per two-parent family) or 12.5 hours (per one-parent family).**

**REQUIRED:** Please pick 5 volunteer opportunities, ranking them 1-5 with 1 being the most desired. ***See reverse side for the list of opportunities.***

#### ***Please keep in mind the following when picking your top 5 choices:***

- Some jobs require you to be available on specific dates. Check your calendars when making selections.
- You will be asked to volunteer in at least one of your top 5 selections. We will try to place families in one of their top 3 choices, but cannot guarantee this.
- The list below is not a complete list of volunteer opportunities available at the school, but includes areas where a larger pool of dedicated help from BSCS parents is needed. We encourage you to



also volunteer in your child's classroom and in additional areas that you find of interest as the opportunities arise.

<input type="checkbox"/> The Big Event Decorations committee
<input type="checkbox"/> The Big Event Data Entry committee
<input type="checkbox"/> The Big Event Acquisitions committee
<input type="checkbox"/> RFE* <b>race day</b> committee
<input type="checkbox"/> RFE* donation mailers and tracking
<input type="checkbox"/> PTA general committee member
<input type="checkbox"/> Room Parent
<input type="checkbox"/> Cross Country Coach/volunteer
<input type="checkbox"/> Basketball Coach
<input type="checkbox"/> Volleyball Coach
<input type="checkbox"/> Middle School Open House
<input type="checkbox"/> Middle School fundraising
<input type="checkbox"/> Junior Achievement
<input type="checkbox"/> Middle School panelist or judge
<input type="checkbox"/> Graduation Reception coordination
<input type="checkbox"/> PS & Elementary School Open House
<input type="checkbox"/> Catholic Youth Ministry ___ Children's Liturgy
<input type="checkbox"/> Food coordination for special events
<input type="checkbox"/> Pre-School Lunchroom volunteer
<input type="checkbox"/> K-8 Lunchroom volunteer
<input type="checkbox"/> Sacramental Reception coordination
<input type="checkbox"/> Lost & Found
<input type="checkbox"/> Recycling/Green Program
<input type="checkbox"/> Used Uniform Store
<input type="checkbox"/> Used Uniform Store
<input type="checkbox"/> Campus Beautification

If interested in joining a group to further your personal faith journey, please indicate which offering(s) by Blessed Sacrament Catholic Church are of interest. *Credit for volunteer time may be applicable.*

Endow Women's Group \_\_\_ Men's Group \_\_\_  
 Mother's Bible Study

If your family has already committed to a volunteer role(s) for the 2019-2020 school year please note it here:

## **APPENDIX K**

### **PART 4**

#### ***Volunteer Descriptions:***

**The Big Event Auction committees (May 9, 2020):** Assist in the planning and execution of our annual auction. Responsibilities vary, but include invitation creation/ mailing, decoration planning, donation procurement, auction item assembly, table assignments, online data entry of auction donations, auction set-up/take-down, etc.

**Race for Education (RFE) race day committee (October 5, 2019):** Assist in day-of preparation and execution, which includes site set-up/take-down, check-in table, coordination and oversight of races, etc.

**Race for Education donation committee:** Create donation mailers and track online and paper donations.

**Room Parent (2 per classroom):** Assists teacher in the coordination of class activities, parties and classroom volunteers; liaison between teacher and parents for class specific information; assist the school and the PTA in information sharing, event messaging and deadline reminders as needed.

**PTA general committee member:** Attend monthly PTA meetings and volunteer as needed for ad hoc PTA related activities and events, including Teacher Appreciation Week, Christmas Bonus Collection, Daddy Donut Day, passing out flyers for events, etc. PTA committee meetings are generally the first Tuesday of every month at 6:30pm.

**Middle School:** Serve for various middle school activities such as the science fair judges, dance chaperones, listening to exit presentations and providing feedback, reviewing writing portfolios and providing feedback, etc.

**Middle School fundraising:** Assist with planning and execution of fundraising activities for various middle school events and class trips. Chaperone middle school dances.

**Lost and Found:** Each year our school donates forgotten items to different charities. Volunteer to prepare the items in Lost and Found for donation! Sort through lost items, return labelled items to their owners, wash leftover items, bag/box them and donate them to a charity or return them to school for donation to Clothes4Souls.

**Basketball Coach (Nov 2019 – Feb 2020):** Coach or assistant coach to an elementary (3<sup>rd</sup> grade +) or middle school Falcon's team. Depending on grade level, consists of 1-2 practices a week and 1 game a week.

**Volleyball Coach (March 2019 – May 2020):** Coach or assistant coach to an elementary (3<sup>rd</sup> grade +) or middle school Falcon's team. Depending on grade level, consists of 1-2 practices a week and 1 game a week.

**Cross Country volunteer (September 2019 – October 2020)** Assist at cross country team meets (5<sup>th</sup> grade +) with various race day activities. Train with BSCS team 1-2 times per week. Cross country meets primarily occur during the week.

**Food coordination for special events:** Assist in coordination and/or preparing food for various teacher and parent activities: Thanksgiving teacher happy hour, teacher potluck events, Teacher Appreciation Week, and even meal trains for teachers or families whose circumstances may need our community's help.

**Junior Achievement:** Volunteer to assist with the 4<sup>th</sup>, 5<sup>th</sup> and middle school grades on an as-needed basis. Can be providing parent-led presentations on running a business to assisting with JA sponsored concessions.

**Lunchroom volunteer:** Assist teachers and staff in monitoring the children in the cafeteria during lunch and passing out hot lunch. Sign up online will be available as the school year approaches. Volunteers needed in K-5 and in preschool.

**Children's Liturgy:** Children's Liturgists celebrate the Liturgy of the Word with children 3-6 years old in a way that makes it possible for them to enter more fully into the Mass and apply the Word of God to their lives. Volunteers are asked to lead the prayers for our children and assist children with the lessons at Sunday 10:30 am masses at Blessed Sacrament. Candidates should be practicing Catholics.

**Catholic Youth Ministry:** BSCS participates in EDGE, an interactive setting for the Catholic middle school ministry. Middle schoolers at BSCS meet on Tuesday nights. If you are a parent of a middle schooler or want to help with this ministry, volunteers are always welcome.

**Graduation & Sacramental Reception coordination:** Assist in coordination and execution of the reception following First Communion and Confirmation (3<sup>rd</sup> Grade), First Reconciliation (2<sup>nd</sup> Grade), Confirmation (6<sup>th</sup> Grade) in the 2018-2019 school year, Kindergarten Graduation or 8<sup>th</sup> Grade Graduation.

**Open houses:** Assist with middle school, elementary, preschool and kindergarten specific open houses. Responsibilities may include assistance with flyer/marketing material distribution, social media posts, mailers, coordination of set-up and breakdown of the receptions and parent testimonials. In addition, this may include contacting interested families in follow-up to answer any questions.

**Grocery Card Sales & Tracking:** Assist the PTA Committee chairs in the coordination and volunteer efforts of our grocery card sales in the school, including BSCS events and after mass at Blessed Sacrament on the weekends. Request and log monthly totals by family name, tracking participation and total raised throughout the school year. Communicate Free Dress Days for participating families through the school calendar, website, Facebook and weekly newsletter.

**Box Tops for Education:** Help our school promote, collect and submit Box Tops throughout the year, including the counting and logging of those families that participate. Communicate Free Dress days each semester for participating families through the school calendar, website, Facebook and weekly newsletter.

**Recycling:** Take recycling to the next level by assisting BSCS staff with existing recycling efforts throughout the school. Research new programs, including the possibility of composting, and help

implement more GREEN opportunities at our school.

**Campus Beautification:** Do you have a green thumb? Our coordinator of the school and church grounds always welcomes help with keeping our campus beautiful. Whether attending to existing plants, donating and helping plant additional plants and flowers, watering the grounds or just keeping our campus free from litter, this volunteer role can be coordinated on your own time. There is also opportunity to coordinate more school/parish wide beautification events during the year if interested.

**Concessions (November 2018 – February 2019):** Must be willing to head up or assist with concessions during our basketball season for games hosted at our gymnasium. Responsibilities include coordination of the concessions based on the basketball schedules, coordinating volunteers, purchasing items for concessions, accounting for money raised and items sold.

**Used Uniform Shop:** Sort, hang and organize used uniform donations and inventory on a weekly basis or bi-weekly basis depending on need. Assist in promoting the uniform store with periodic sales.

**REQUIRED:** Please check all that apply to your needs and strengths:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Prefers individual job  | <input type="checkbox"/> Prefers committee job        | <input type="checkbox"/> Enjoys leadership role       |
| <input type="checkbox"/> Detail-oriented         | <input type="checkbox"/> Comfortable delegating       | <input type="checkbox"/> Organized                    |
| <input type="checkbox"/> Teaching experience     | <input type="checkbox"/> Writing                      | <input type="checkbox"/> Photography                  |
| <input type="checkbox"/> Graphic design          | <input type="checkbox"/> Technology / IT              | <input type="checkbox"/> Public Relations / Marketing |
| <input type="checkbox"/> Fundraising             | <input type="checkbox"/> Grant writing for nonprofits | <input type="checkbox"/> Carpentry                    |
| <input type="checkbox"/> Good with tools / handy | <input type="checkbox"/> Enjoys outdoor work          | <input type="checkbox"/> Creative                     |
| <input type="checkbox"/> Sewing                  | <input type="checkbox"/> Crafting                     | <input type="checkbox"/> Cooking / baking             |

If you have another skill not listed above, please list it here:

If you have any time restraints or special circumstances that need to be considered, please let us know here:

Signature \_\_\_\_\_

Date \_\_\_\_\_



## APPENDIX L

### Parental Agreement 2019-2020

Please initial next to each applicable statement, sign and date at bottom.

**We have read the Parent-Student Handbook which is available on the school's website and agree to support the policies, rules and the spirit of the school. We understand that Blessed Sacrament is a Catholic community of adults and children who work together for the outstanding education of children and will do our best to support and contribute to this important effort.**

Parent/Guardian Full Name:	
Student(s) Name and Grade Level(s):	
_____	I have read and understand the school's policy regarding financial account management for the Lunch, Falcon's Nest and Summer Camp programs and agree to maintain a prepaid account, emergencies excepted.
_____	I have read and understand the school's policy on "Safe Environment Training." I agree to complete, or have completed, the training program prior to volunteering at Blessed Sacrament Catholic School. If I will be volunteering, a background check is required; I am willing to undergo said background check.
_____	I have read and understand the school's policy on class walking trips. I hereby give permission for my child(ren) to join his/her class on neighborhood excursions. I understand adequate supervision will be provided.
_____	I have read and understand the school's policy on volunteer drivers for class field trips. I will provide a driver's license and proof of automobile insurance to the school office prior to driving for <u>each</u> field trip. I understand that these documents <b>must be reviewed for every trip.</b>
_____	I hereby give my permission to the Blessed Sacrament Catholic School staff to apply sunscreen to my child(ren) before going outdoors on an as needed basis. I understand that it is my responsibility to supply the sunscreen for my child (Preschool, Falcon's Nest and Summer Camp).
_____	I hereby give my permission for my child to watch G movies or television at Blessed Sacrament Catholic School. Staff will determine the appropriateness of specific PG movies, and the movie titles will be made available to parents prior to showing. Alternate activities will be provided for children not viewing the program.
_____	I hereby give my permission for my child (K-8 <sup>TH</sup> grade) to be transported via school bus or parent's automobile for field trips, if necessary.
_____	<b>Blessed Sacrament Catholic School</b> <input type="checkbox"/> has <input type="checkbox"/> does not have my permission to publish student/family contact information in the <i>Sycamore Education</i> "Student Roster List" and all printed materials

_____	<p><b>Blessed Sacrament Catholic School</b> <input type="checkbox"/> has <input type="checkbox"/> does not have my permission to publish photos of me or my child(ren) in printed materials or in social media (website, Facebook, etc.) excluding the yearbook.</p>
_____	<p><b>(Required for students attending Falcon's Nest and Summer Camp)</b>          Activities during Falcon's Nest and Summer Camp may include outdoor play, homework, snacks, art activities, board games, dramatic play, age appropriate movies and/or television, building blocks, and Legos®. Please list any activities in which your child <u>cannot</u> participate</p>

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student Signature**

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